

Reception

Description

Do you love exploring and playing in the great outdoors, making new friends, hanging around the campfire, fishing, hunting, skiing, snowboarding and snowshoeing?? Well, we have that and more. Asessippi Ski Area and Resort is a year-round resort located between Regina and Winnipeg. MB. If you are up for the challenge and require space away from city crowds this is a fantastic place to work. Staff accommodation is available so your dream of living in the prairies is part of the adventure. It is just like the mountains without the elevation.

The receptionist must have excellent guest service and friendly service is critical. The receptionist is responsible for answering the main telephone, answering general public inquiries and transferring calls or taking messages. Also answering or redirecting emails in the same fashion. General office duties are also required as assigned.

The receptionist will be responding to hundreds of calls and email daily from general public and is required to answer every question with a friendly, positive informative answer. When questions arise that are unknown the inquiry is then passed onto a Manager that will know.

Additional duties may include by not limit to: faxing, photocopying, data entry using MS Word or Excel, preparing mail outs, postage and other duties as assigned.

Experience/Requirements

This position requires some computer skills particularly in Outlook Express, MS Word and Excel. Excellent communication skills, with a friendly personality, who can relate politely and courteously to all guests and fellow employees.

The resort is closed Christmas day however most staff will be required to work Christmas Eve and New Year's Eve and throughout the Christmas holidays.

Why work at Asessippi?

- Free season pass at Asessippi.
- Free Rentals and Lessons.
- Staff trips, staff parties and staff activities all season.
- Meal and confection discounts.
- Discounts at the Trails End gift shop.
- Discounts at other participating resorts in MB, SK, AB & BC.
- Scent/L discount on fuel at the C-Store in Russell.