

Office Administration

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 Office Administrator must have excellent guest service and friendly service is critical. They are responsible for answering the main telephone, answering general public inquiries, transferring calls or taking messages, answering or redirecting emails in the same fashion and dealing with online sale enquiries and date changes. The office administrator will be responsible for updated the daily snow report and website as well as answer or forward Social media enquiries or issues. The successful applicant will also be responsible for assisting snow school in booking lessons, assisting sales in school and group write ups as well as rental worksheets and labels. They will also be required to assist the accounting office with general till balancing and sales inputting. General office duties are also required as assigned.

The office 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: 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 Aseissippi?

- Free season pass at Aseissippi.
- 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.
- 5cent/L discount on fuel at the C-Store in Russell.