

Office Assistant

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Apr 04, 2024

Published : Mar 04, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Description:

We are a seasonal property with positions starting May 9, 2024 until October 2024.

For our international applicants, please note we do not have any LMIA spots available at this time.

We are seeking a highly motivated and detail-oriented office assistant to join our team at our hotel in the Canadian Rockies. This position is responsible for supporting the bookkeeper & housing manager. This role requires good time management, strong communication skills & the ability to work well with others.

Key Responsibilities:

- Assist bookkeeper with daily tasks: reporting filing, data entry, cash counting,
- Preparing/checking daily reports to be distributed CEO/COO & managers
- Daily management of labour/payroll workbook
- Cash management, maintaining master cash float, preparing bank deposits, handling all change orders and floats for front desk, gift store and restaurant.
- Assist housing manager with driving staff to town/taking them on hikes, minimum 4 town runs a week
- Monitor level of office supplies and place orders when needed.
- Managing Sunwapta receiving & shipping

Requirements:

- Must be 25+ with a valid/clean Canadian Drivers License
- Be responsible and comfortable driving up to 10 staff at a time
- Administrative experience is an asset, willingness to learn
- Strong computer skills, proficient in Microsoft Office
- Excellent attention to detail
- Confidentiality
- Ability to use own initiative

Compensation:

- Wage: \$17/hour plus bonuses.
- Staff accommodation is available for employees over the age of 18 at \$4.41 per day.
- Bonus: If contract is completed you will receive \$1 bonus for every hour worked and your rent returned.
- Referral Bonus: \$500 if both yours and your referrals contract are completed.

Visit <https://www.sunwapta.com/jobs/> to learn more about working and living at Sunwapta!

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
