wildernews

This issue:

Nahanni River Adventures is looking for a year-round Office Manager

Full Time Office Manager & Reservation Agent

Do you have administrative skills, love working with the public, and want to work in the wilderness tourism Industry?

Duties include: Extensive clerical responsibilities, computer DB management, Excel spreadsheets, phone sales, extensive Email correspondence and management, (Outlook), filing, staff communications, operational communications, data collection, sales transactions, postseason wrap-up duties and reports.

Our office is situated on Copper Road in a non-smoking environment with pleasant views.

Candidate must have a post-secondary education, be willing to commit for several season, have a high degree of computer literacy and an aptitude for above-mentioned programs. Previous sales experience in Tourism / Travel industry is preferred. Applicants must possess suitable transportation. The candidate must excel at independent work and have a strong aptitude for working and communication with public in a sales environment.

Detailed product description may be viewed at: www.nahanni.com

Starting Wage: $21.00 / hour and certain benefits, based on experience with increase based on performance review.

For detailed job description, contact Neil Hartling at 668-3180.
Application deadline: Wednesday, June 17, 2015
Forward Resumés to:
Fax: 668-3056 or email:
info@nahanni.com

See more tourism news at http://www.tiayukon.com/

If you have information of interest to WTAY Members for the E-News, please send to info@wtay.com

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