



## Position: Assistant Lodge Manager

### Job Description

The Assistant Manager reports to the Lodge Manager and is responsible for safe, guest orientated and economical day to day operations of the lodge. The Assistant Manager coordinates with the Lodge Manager to ensure that all responsibilities and duties are properly detailed, communicated to staff and completed in a timely manner.

### Preferred Skills and Core Competencies

- Possess articulate communication skills required to interact effectively with guests, management, employees and suppliers.
- Establish work schedules and procedures and co-ordinate activities with other work units or departments.
- Prepare budgets and monitor revenues and expenses.
- Ability to adapt quickly and respond to ever changing demands in a positive manner while under pressure.
- Ability to thrive in a diverse environment with a key focus on guest satisfaction.
- Positive attitude when handling guest requests/complaints.
- Ensure the lodge operations run smoothly in conjunction with the manager and in the managers absence.
- Demonstrate excellent time management, leadership skills, and interpersonal skills during work.
- Use passion and creativity for menu creation to showcase consistently vibrant and exciting dishes.
- Passion for working with people and the outdoors is an asset.

### Requirements

- Experience in the accommodation / hospitality industry in a managerial position.
- Proficient in English both spoken and written.
- Completion of secondary school.
- Proficient with computers and Microsoft Office Suite, with emphasis on Excel, Word, & Outlook.

Pay is based on an hourly rate of \$26.44.

We provide accommodation and meals for all employees. Our shifts are three weeks on and one week off. Given our remote location, all communications are via satellite. There is no cell-service at Bell 2 Lodge and the internet connection is basic [not high-speed]. With its proximity to mountains, lakes and rivers, Bell 2 Lodge is an exciting place for outdoor enthusiasts. Please submit your application to: [work@lastfrontierheli.com](mailto:work@lastfrontierheli.com)