



## Position: Administrative / Marketing Assistant

Last Frontier Heliskiing has been a pioneering force in heliskiing and heli boarding since 1996. We offer a range of heliski tours from two unique lodging experiences in Northern British Columbia. These heli skiing operations are supported from our head office in Vernon, BC, where a small team looks after sales, reservations, marketing and accounting functions.

We are seeking a motivated and flexible individual to join our team in Vernon. This person will be working closely with the Reservations Department & Head of Marketing to accomplish a range of tasks, including but not limited to:

- Accurate data entry of all reservation information, verbal and written correspondence with clients
- Management of all aspects of the reservations (hotels, transfers, etc.)
- Timely collections of payments
- Regular communication with lodges
- Social media marketing
- Media support
- Updating marketing analytics
- Collecting, organizing and editing digital imagery
- Other administrative tasks and projects as assigned

While industry experience is not necessary, enthusiasm for winter snow sports and international travel experience is beneficial for better understanding an international clientele.

We are seeking a candidate that exhibits a strong desire to learn the business and willingness to take on new responsibilities.

### Attributes and Skills required:

- Excellent writing, communication, and interpersonal skills
- Highly organized with strong attention to detail
- Strong working knowledge of Excel
- Experience with popular Social Media channels
- Positive, can-do attitude in what can be a fast-paced environment
- Flexibility with working hours (Mon-Fri)



[lastfrontierheli.com](http://lastfrontierheli.com)



[work@lastfrontierheli.com](mailto:work@lastfrontierheli.com)



1-250-558-7980

## Nice to Have Attributes/Skills

- Email marketing familiarity [MailChimp or similar web-based email programs]
- Proficiency in photo editing [Adobe Lightroom and/or Photoshop]
- Eye for design aesthetics
- Proficiency with Google Analytics
- Video editing

This is a full-time, permanent position with 40 hours per week [September - May], June to August hours are negotiable, \$21.50/hour, with benefits. Starting date: September 5, 2023.

If you have a passion for the outdoors, are keen to put a smile on guest faces and contribute positively to a team, we look forward to hearing from you. Please submit your application to: **[work@lastfrontierheli.com](mailto:work@lastfrontierheli.com)**



[lastfrontierheli.com](http://lastfrontierheli.com)



[work@lastfrontierheli.com](mailto:work@lastfrontierheli.com)



1-250-558-7980