



### **Administrative Assistant**

We are currently searching for an energetic Administrative Assistant to work onsite in our Montana offices year-round, with 2 – 3 weeks in ALASKA (typically the first 2 or 3 weeks of June). Hire date begins as soon as a qualified candidate is discovered! This position is year-round, with a probationary period of one year.

Successful candidates will be service-oriented and must be outcome-oriented. The ability to work in a mentally fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will always be something new to learn.

### **Duties**

- Office Coordination: coordinate and assist General Manager/owners with main office in Alaska and satellite offices in Montana; this includes the transition/shipment of office supplies and travel arrangements for seasonal employees.
- Schedule appointments for the General Manager/owners, plan meetings, take meeting minutes, and maintain oversight of company calendars.
- Write and distribute emails, correspondence memos, booklets, and forms; assist General Manager in proofing documents for distribution.
- Maintaining the company filing systems (digital and hard copy) in a timely manner. This includes, but is not limited to, all receipts, receivables, payables, Human Resource documents, insurance documents, and company asset and liability files.
- Update and maintain office policies, procedures, and systems (SOPs) annually.
- Order office supplies.
- Maintain contact lists, logins, passwords, and keys.
- Processing of 130+ licenses & permits annually from local, state, and federal agencies.
- Book travel arrangements for 4-5 crew, small trade groups, musicians, and a few dogs for major airlines, commuter bush planes, hotels, and privately chartered catamaran.
- Travel arrangements for the company vehicles on Alaska Marine Highway System ferry for provisioning May through September.
- Data Entry in multiple software platforms including Quickbooks, HR databases, point of sale databases, and reservation software.
- Basic accounting duties within Quickbooks Desktop Pro (online banking, account coding, job costing, invoicing). Proficiency in Quickbooks required.
- Other Administrative duties as needed to support the General Manager/owners.

## Requirements

- Team Member: this position is one of only **4 core crew** members that provide this company its backbone. This person needs to be independent, yet totally understand the interdependence that this operation requires to succeed and the essential role that this position plays to support the company. Healthy and direct communication skills, willingness to solve issues, positive attitude, big-picture mentality, sense of humor, self-motivation, and an ability to adapt and learn are all required.
- System Builder/Maintainer: this company needs an Administrative Assistant who is able to understand the organizational structure of the businesses, each department and the interdependency between those departments, and who can then use the existing systems and implement administrative systems that are practical for this business' daily operations.
- Effective, Friendly, and Direct Communicator: This position involves *daily communication* with the General Manager and owners year-round and during the Alaska operating season, up to 7 department managers.
- Exceptional Customer Service: over the phone and in person, with our customers, our crew, and vendors.
- Respectful: who will work with the General Manager to refine the internal controls and maintain the policies and procedures.
- Adaptable: services are performed in a very remote location in Alaska, which presents unique challenges on a daily basis. This company performs administrative duties at its satellite offices in Kalispell, Montana, which is more routine, yet very project oriented.
- Organized, Timely, and Thorough. Strong organizational skills are a must!
- Exhibit curiosity to learn new tasks, including asking questions and requesting coaching or training.
- Excellent time management skills and the ability to prioritize work.
- Must be able to keep company matters strictly confidential.
- **Must be proficient** in Microsoft Office Suite, in particular Excel and Word.
- Must be technologically literate: email, database management, smart phones and applications, virtual calendars (Google Calendar), etc.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment such as copy machines, printers, scanners, modems, routers, etc.
- Excellent written and verbal communication skills.
- High School Degree required, Associates or Bachelor's degree preferred.
- Prior experience as an Administrative assistant or Secretary/Receptionist preferred.
- Hospitality experience a plus.
- Notary Public in Montana would be beneficial.

## **Compensation**

Salary is commensurate with experience.

Travel benefits to/from the lodge (Montana/Alaska).

Annual 6 weeks paid vacation time.

Other benefits and perks disclosed at interview.

Background check, credit check, and reference checks are required prior to final hire.

This is a small company and every person's contributions make a huge difference. We are seeking crew who really care about the guest experience and will provide exceptional customer service to our administrative team.

To learn more about Whaler's Cove Lodge visit [www.Whaler'sCoveLodge.com](http://www.Whaler'sCoveLodge.com)

**Please submit a cover letter and resume via email to [WCLapplicant@gmail.com](mailto:WCLapplicant@gmail.com)**

Equal Opportunity Employer