

Weekend Office Manager

Job Summary:

The job is one of the most important administrative jobs in our company. It focuses on communication and being the eyes and ears over the busiest days of the week. You have to be able to anticipate the needs of the crew and to always make sure that information is clear and concise. Being a manager in our company also means that you are willing to do anything and everything to help the team. You will answer phones, make real-time decisions, and know when to ask for help. You will be responsible for making sure that weekend daily operations are managed in such a way that the handoff during the week is smooth and transparent.

Minimum Qualifications:

- 3 years working with Discover Lake Chelan or like tourism business.
- Knowledge of all of Lake Chelan from Chelan to Stehekin
- Understanding of what makes Holden and Stehekin tick.
- Proficient Fareharbor Booking System
- Knowledge of Office 365
- Knowledge of Square, Square Item Setup and inventory reporting is a must.
- Must be Mail Carrier USPS certified.

Working Conditions:

- Must be able to lift 50 lbs.
- A minimum of Friday – Monday coverage will be required.
- You may be asked to work on specific projects or help on the boats as needed as well.
- This position is currently an April 1 till October 15th Position. Hours and days of the week may vary in the shoulder seasons. April, May, September, and October.
- Pay range, hourly: \$17 to \$23 DOE.

Please send resume to rwebb@finalrevenge.com with the position name in the subject line.

Discover Lake Chelan is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.