**Discover Lake Chelan - Weekend Office Manager**

**About Us:**

Discover Lake Chelan, established in 2019, proudly serves as the primary transportation system and gateway to upper Lake Chelan, facilitating the journey for over 50,000 individuals annually. Our commitment is deeply rooted in supporting the magnificence of this picturesque destination, and we are seeking a dedicated Weekend Office Manager to join our team.

**Job Summary:**

Embark on a pivotal administrative role as our Weekend Office Manager, a position essential to the smooth functioning of our company. This role revolves around effective communication and playing a central role during our busiest days, anticipating crew needs, and ensuring clarity in information. As a manager in our company, you'll be expected to dive into various tasks, answering phones, making real-time decisions, and always being ready to support the team. Your responsibilities extend to managing weekend daily operations seamlessly, facilitating a transparent handoff during the week.

**Primary Responsibilities:**

* Ensure completion of daily planning as an extension of our Office Manager position.
* Take charge of handling challenging customer interactions when necessary.
* Ensure coverage at Fields Point on Sundays if needed.
* Answer phones and emails promptly, maintaining effective communication with boat crews and customers.
* Stay focused, ensuring smooth daily operations and transparent communication with the team.
* Lead weekend customer service, especially in the mornings as boats begin to depart.

**Minimum Qualifications:**

* 3 years of experience working with Discover Lake Chelan or a similar tourism business.
* In-depth knowledge of all aspects of Lake Chelan from Chelan to Stehekin.
* Understanding of the unique dynamics of Holden and Stehekin.
* Proficiency in Fareharbor Booking System, Office 365, Square (including Square Item Setup and inventory reporting).
* Mail Carrier USPS certification is a must.
* Applicants must be eligible to work in the United States to be considered for this position

**Working Conditions:**

* Ability to lift 50 lbs.
* Availability for a minimum of Friday – Monday coverage.
* Flexibility to work on specific projects or assist on boats as needed.
* Position duration: April 1st to October 15th, with variable hours and days during shoulder seasons (April, May, September, and October).

**Pay Range, Hourly:** $22-$30 Depending on Experience

Join Discover Lake Chelan and be a crucial part of our dedicated team, ensuring operational excellence and exceptional customer service during weekends, enriching the experience for all who explore the beauty of Lake Chelan.

*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.*