



Administrative Assistant/Hostess

Employer: Elysia Resort on Quesnel Lake

Terms of Employment: Temporary, Full Time, Seasonal (could become year round, if the right person)

Salary: To be negotiated; Room & Board; Gratuities

Anticipated Start Date: May 8, 2008

Length of Position: Minimum of 5 months

Location: Elysia Resort on Quesnel Lake out of Williams Lake, BC

Skill Requirements:

Business Equipment and Computer Applications: Windows, Microsoft Office, general office equipment, electronic mail, word processing software, spreadsheet software, Internet browser

Specific Duties: Accounts Payable/Accounts Receivable; General banking; Type and proofread correspondence, forms and other documents; Receive and forward telephone or electronic enquiries; Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases; Provide general information to clients and the public; Order supplies and maintain inventories.

Essential Skills: Excellent verbal and written communication; Working with others; Problem solving; Decision making; Critical thinking; Job task planning and organizing; Computer use; Attention to detail; Ability to multi-task and work independently; Essential to this position is a flexible, team-player attitude.

General Job Description: Assisting with the above duties in the office, as well as general guest services in the lodge such as guest registration and check-outs, fishing licenses, relief for staff breaks and days off. We are a small, secluded resort and often need to help in other areas of the resort.

Transportation/Travel Information: Own transportation

Work Location: Remote wilderness fishing resort on Quesnel Lake