

## **Administrative Assistant for Winter Fun**

The White Hills Resort (The Resort) is looking for **Administrative Assistant for Winter Fun** to assist the Manager of Inside Operations during the 2022-2023 ski season.

The White Hills Resort (<http://www.whitehillsresort.com/>) is located approximately five minutes from the Town of Clarendville, Newfoundland and Labrador. The Resort consists of 20 groomed and ungroomed runs with up to 35 seasonal employees and is open for skiing on average of three months each winter. The Resort is owned by the Town of Clarendville and operated by an incorporated, not-for-profit entity, run by a volunteer Board of Directors.

### ***Duties and Responsibilities***

As **Administrative Assistant for Winter Fun** you will assist the Manager of Inside Operations by performing the following duties:

- Coordination of season pass and corporate sponsorship obligations, including preparation of membership/sponsorship materials and managing email correspondence.
- Oversight of the Resort's social media accounts (Facebook, Twitter, and Instagram) including gathering, editing, and publishing content as well as monitoring reviews and postings.
- Provide input into a new social media strategy.
- Assist with implementation of promotional events.
- Monitor and respond to customer queries.
- Execute other customer-focused tasks as assigned by the Manager of Inside Operations.

### ***Skills and Qualifications***

As **Administrative Assistant for Winter Fun** Assistant you will possess the following skills and abilities:

- 1 to 3 years of work experience. Working in the ski industry is desirable but not a requirement.
- Should have a degree or diploma in business administration or a combination of related experience.
- Excellent written and oral communications skills.
- Must be Bondable, as you may be asked to handle cash/credit card transactions from time-to-time.
- Working knowledge of social media platforms (Facebook, Twitter, Instagram, and Snapchat).
- Familiarity with digital marketing tools such as Mailchimp and/or Hootsuite.
- Familiarity with MS Office, online editing tools and graphics packages such as Canva.

- Working in a fast-paced environment.

If you are interested in joining the White Hills Resort team, please submit a cover letter, stating why you are interested in this opportunity, and your resume. Submission may be made to Carmel Smith at [info@whitehillsresort.com](mailto:info@whitehillsresort.com) by 4:00 p.m. NST, December 2<sup>nd</sup>, 2022.