



Mike Wiegele Helicopter Skiing

Administrative Assistant

Competition Number: 11-65-FT

Employment Status: Fulltime Year Round, starting as soon as possible

Job Description

The Administrative Assistant is responsible for administrative support to the Executive Team. Primarily responsible for incoming and outgoing correspondence, telephone calls, filing, and assisting with administrative tasks as requested. This position will also be required to assist in the following departments as needed; Front Desk, Reservations, and Guest Services. The Administrative Assistant must ensure the functions of the Administration department are being maintained and the highest level of service is being provided. This position involves assisting company executives on assignments with demanding timelines and priorities. Work includes confidential matters; therefore, discretion, good judgment and awareness of company issues are critical.

Integrity, passion, and in-person presentational skills are essential for this role. It is very important to represent the company's corporate image in an exemplary manner demonstrating superior customer service. As a Mike Wiegele Helicopter Skiing Representative, his/her role will exemplify our brand image as an ambassador, and will provide positive brand experiences to all customers.

Qualifications

- 3 – 4 years experience in a similar position.
- Education in business administration.
- Strong organizational skills and attention to detail.
- Ability to coordinate and organize meetings, travel plans, exhibits, and events.
- High degree of resourcefulness, flexibility, and ability to work under pressure.
- Experience in customer service and knowledge of the tourism industry.
- General office experience and experience with a multi-line phone system.
- Excellent computer skills with word processing and spreadsheet applications (Microsoft products).
- Ability to work independently.
- Proven ability to work in a dynamic and challenging work environment.
- Willing to work a flexible schedule coinciding with work volumes.
- Must have an energetic personality, people skills, and good grooming standards.
- Well-developed interpersonal and communication (verbal and written) skills.
- Knowledge of a second language (preferably German): spoken & written is an asset.
- Legally entitled to work in Canada.

Compensation: \$14-16 per hour depending on experience