



Pachena Bay Business Manager

Pachena Bay Overview:

The village of Anacla is located 5 km from Bamfield at the head of the West Coast Trail.

Position Overview

This position is a *full-time term position* for the Pachena Bay Businesses. (Campground, Gas Bar, Firewood and Gravel)

Start Date: February 22, 2016 to February 22, 2017

Duties & Responsibilities:

- Oversee all day to day operations of the Campground
- Oversee all day to day operations of the Gas Bar
- Oversee the Firewood operation
- Oversee the Gravel operation
- Develop work schedule for Campground, Gas Bar, Firewood and Gravel employees
- Oversee daily/weekly cash deposits.
- Work directly with Finance to assist with Month End accounting requirements
- Maintain a high level of professional appearance, demeanor, and ethics
- Ability to supervise staff
- Assisting staff with day to day issues and concerns
- Insuring scheduled maintenance and repairs are accomplished.
- Management and control of local equipment and supplies.
- Report directly to the General Manager

Skills & Experience:

- Team Leader -Provide leadership, coordination and guidance to Campground, Gas Bar, Firewood and Gravel staff
- Valid Driver's License
- Excellent communication skills, both verbal and written
- Ability to go the extra mile and follow through to ensure guest satisfaction
- Maintain positive attitude in high stress situations
- Diplomatically handle guest complaints always be polite and maintain a professional manner
- Comply with all company policies and procedures regarding safety, security and emergencies

Hours of Work:

8 hours per day which may include various shifts - mornings, afternoons, evenings and/or weekends and statutory holidays.
Campground Office hours are: April to June: 8:30 AM to 4:30 PM; July to August: 8:30 AM to 8:00 PM
September: Dependent on weather and volume of reservations

Hourly Wage: will be determined on experience and qualifications.

Application Process:

Interested applicants should submit a resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest.

Submit your application to:

In Person to: 2533 Port Alberni Highway, Port Alberni, B.C V9Y 8P2

Via Email: tracy.w@huuayaht.com

Via Fax: 778-421-2664

Closing Date: Friday February 12th, 2016 4:00pm