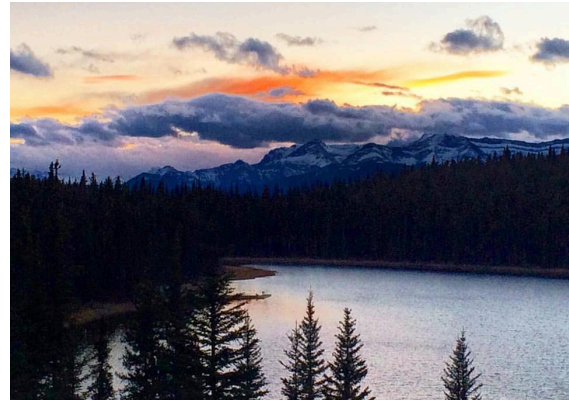


FRONT DESK ATTENDANT

The Goldeye Centre is a retreat, event, and outdoor education centre nestled in the Rocky Mountain range of west central Alberta, halfway between Banff and Jasper. We are located on Goldeye lake, near the town of Nordegg.

We are currently looking for a talented and enthusiastic Front Desk Attendant for the 2017 Spring, summer, and fall season.



At Goldeye we believe in a fun working atmosphere and these other perks:

- Located in a beautiful setting, open to a variety of outdoor recreations such as hiking, rock climbing, scrambling, mountain biking, paddling, fishing, ice climbing, etc.
- Accommodation and food provided at a very low cost.

Front Desk Attendant Responsibilities Include:

- Answering phone inquiries promptly and welcoming
- Booking groups and accommodation
- Providing guests with accurate and detailed descriptions of our accommodations, food, and programs.
- Maintaining records and communicating changes to rest of team.
- Being gracious, accommodating, and friendly to all guests and their inquiries.

Qualifications and Experience:

- Detail oriented and ability to multitask.
- Ability to be efficient, organized, and productive in a fast-paced environment.
- Enthusiasm and excellent customer service skills are a must.
- Proficiency in basic math and money handling skills.
- Enjoy working with children and have a friendly outgoing personality.
- Experience working with various computer programs such as Excel, Microsoft Word and Wordpress.
- Experience with marketing an asset.
- Must be a team player.

To apply, please email your resume and cover letter to: manager@goldeye.org

For further information check out our website: Goldeye.org

Or call us at: 1 (403) 721-2102