

ADMIN COORDINATOR – NORTH ISLAND KAYAK

North Island Kayak delivers world class guided kayaking tours of Johnstone Strait & the Broughton Archipelago, from Telegraph Cove on northern Vancouver Island, to thousands of guests each summer between the months of May and September. Our goal is to provide guests with a spectacular wilderness vacation experience, while ensuring the safety of all and minimizing any negative environmental effects of our presence. Maximum staffing levels are reached in the months of July & August when our team reaches approximately 35 people.

The Administration coordinator is an important administrative role within the organization. They will exhibit computer, organizational and communication skills with strong attention to detail. Reporting to the Administrative Supervisor, the candidate will work closely with the Customer Service Representatives and Guide Captains to help ensure the smooth running of the NIK office and store in Telegraph Cove.

This position is mostly computer oriented with some face to face guest interactions required.

Primary Responsibilities

- Answering phones and emails.
- Marketing and advertising of our specials and tours
- Ensures completeness of multi day tour file folders.
- Ensures usage logs of company vehicles, facility, tools, equipment, etc. are maintained.
- Tracking and recording Trip Advisor ratings
- Maintains social media profiles – FB, Instagram etc.
- Maintains, distributes and posts the sightings log.
- Update store power point presentation.
- Continuously monitors accuracy of tour availability and tour file information across multiple computer software programs.
- Filing paperwork.
- Other duties as assigned.

Secondary Responsibilities

- Back up for kitchen/hospitality coordinator
- Back up to store customer service
- Guest information forms

Qualifications

- Good organizational skills.
- Excellent verbal and written communication skills.
- Skilled with computers especially social media.
- Proficiency in English, other languages especially French & German are an asset.
- Valid driver license.

Period of employment & compensation

- Approximately June to end of August with opportunity to continue into September. Very competitive salary, depending on experience and qualifications.

ADMIN COORDINATOR – NORTH ISLAND KAYAK

Employee Benefits

- An opportunity to work for an industry leading organization in a beautiful area with spectacular wildlife.
- Great opportunity for long term career advancement & development
- A great work environment with very competitive pay rates.
- Access to Pro-deal purchases from leading outdoor suppliers
- Discounted opportunities to partake of other Telegraph Cove activities and attractions.

Accommodation

As accommodations in Telegraph Cove is expensive and can be a challenge to find, North Island Kayak offers affordable, dry camping spaces. Some basic, off-the-grid, unfurnished cabins may also be available. Small trailers or tents welcome. Rooms available in small rudimentary house for office staff.

The Telegraph Cove Resort Campground offers full or partial service sites. Port McNeill, a 30-minute drive from Telegraph Cove, offers apartments and rooms for rent.

Application Requirements

To apply please review the following requirements and send us an email hr@kayakbc.ca . Please clearly identify the position applied for and include the following information.

- A current resume & cover letter detailing why you are interested in and qualified for the position.
- Contact details for at least two work references. If you are at college or university, provide one faculty reference.
- Expected salary & availability dates.
- A current Photo.

About Telegraph Cove

Telegraph Cove is a tiny village on the north east side of Vancouver Island. Its remoteness, abundance of wildlife, fishing, whale watching, and kayaking opportunities bring thousands of tourists in the summer months. The largest nearby town is Port McNeill about half an hour's drive away.