

ADMIN SUPERVISOR – 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 Administrative Supervisor is an important role within the organization. They will exhibit strong computer, organizational and communication skills with attention to detail and the ability to supervise others and their own time.

Reporting to the General Manager, the incumbent 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. They are responsible for the maintenance and publication of our staff schedule, local cash & credit environment, staff records & payroll development as well as ensuring phone and email are addressed in an accurate and timely fashion.

Primary Responsibilities

- Supervision of the administrative coordinator's tasks & responsibilities.
- Addressing phones and emails in a timely and accurate manner.
- Store scheduling & attendance to achieve expected workload and activity
- Compiling monthly timesheet reports for payroll.
- Tracking and distributing electronic Guide Tips
- The day to day financial environment of the NIK store, including reconciling daily transactions, petty cash, etc.
- Authorizing and reconciling petty cash and company credit card use.
- Ensures expenses and spending are authorized and appropriate. Invoices & receives payments for our commercial account customers.
- Ensures usage logs of company vehicles, facility, tools, equipment, etc. are maintained.
- Ordering office and/or maintenance supplies.
- Other duties as assigned.

Secondary Responsibilities

- Back up for store Customer Service.
- Back up for kitchen and hospitality coordinator.

Qualifications

- Ability to organize a team, self motivate, take initiative and deliver to deadlines while operating in a dynamic work environment.
- Excellent verbal and written communication skills.
- Skilled with computers, MS Office, basic book keeping and communications technology.
- Prior administrative skills; prior supervisory skills and asset.
- Proficiency in English, other languages especially French & German are an asset.

ADMIN SUPERVISOR – NORTH ISLAND KAYAK

- Valid driver license.

Period of Employment and Compensation

Our Customer Service team need to be available full time in Telegraph Cove between June & September. Weekend & evening work will be required. Pay depending on experience and qualifications.

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.
- Team based continuous learning skill development with subsidized further training opportunities.
- Access to Pro-deal purchases from leading outdoor suppliers
- Discounted opportunities to partake of other Telegraph Cove activities and attractions.

Accommodation

As accommodation 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 (specializing in Orca& Humpbacks) 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.