

Guest Services Agent

Looking to work locally in Squamish? Join the Sunwolf Team! Located on the Cheakamus river in the most beautiful pocket of BC, Sunwolf Resort in Brackendale, BC offers riverside cabin accommodation year-round. We are located on Squamish Valley Road (less than five minutes from Hwy 99).

What we offer:

- Competitive pay
- Eligibility for extended health benefits
- A fantastic workplace environment and culture
- Gorgeous riverside location
- Opportunities for continued growth
- Discounted stay in cabins for friends and family

What we need:

We're looking for a highly motivated, hardworking, guest service professional, with a can-do attitude and passion for where we live, work, and play - Squamish.

4 days per week, including weekends (30+ hours)

From \$16 - negotiable depending on skills and experience. Benefits available.

Job Description:

- Answering all incoming phone, email and in-person inquiries
- Helping guests with insights on what to do and where to eat in the community
- Processing bookings through our reservation software
- Light filing duties
- Ordering and tracking supplies
- Processing POS transactions
- Other office duties as assigned by General Manager
- Potential for growth and expanded responsibilities, pending employee strengths and interests along with company needs

Skills and Qualifications

- Outstanding customer service experience, ideally in the hospitality industry
- Ability to appropriately respond and adapt to a variety of situations
- Excellent communication skills
- High level of professionalism and commitment
- Solutions-focused, ability to multitask and work in a fast-paced environment
- Able to work independently but within a close-knit team
- Experienced with computer applications including Microsoft Office Suite and Adobe Creative Suite
- Fluent written and spoken English essential. Other languages would be a bonus.

TO APPLY: Please send cover letter and resume to jobs@sunwolf.net

We thank all applicants for their interest in career opportunities with Sunwolf and Fergie's; however, only those applicants we wish to interview will receive a reply to their application.