



The Cabins

at Alert Bay

A 'Namgis Nation Owned Business

Job Title: Operations Manager

Are you a strong leader with a passion for hospitality and creative problem-solving? The Cabins at Alert Bay is seeking an Operations Manager to oversee and elevate our operations.

Salary: \$55,000-\$65,000 (experience dependant) with Health Benefit Package

Deadline: Please submit a resume and cover letter by 4 pm Dec. 20, 2024.

Gaby Wickstrom, gaby.wickstrom@nbdc.ca,

Chief Operations Officer - NBDC

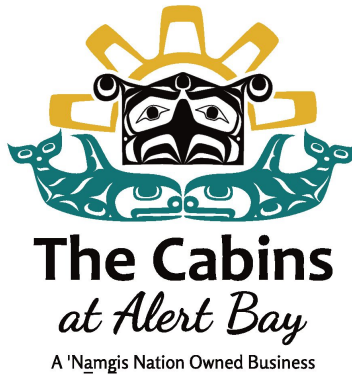
About Us

Nestled in Alert Bay, our cabins are a cozy haven for travelers seeking memorable experiences. With a team of 5-10 staff (seasonal), we pride ourselves on providing personalized service and fostering strong connections within our community.

Position Overview

As the Operations Manager, you'll play a pivotal role in ensuring smooth daily operations, inspiring your team, and creating unforgettable guest experiences. Your responsibilities will include:

- Supervising, mentoring, and motivating staff.
- Overseeing payment reconciliation and managing financial transactions.
- Creating staff schedules that optimize efficiency and accommodate seasonal needs.
- Purchasing inventory and managing supplies.
- Collaborating with tour operators and local businesses to develop attractive packages.
- Tackling other duties as required with a can-do attitude.



What We're Looking For

We're seeking an individual who embodies leadership, creativity, and a guest-first mindset. Ideal candidates will:

- Have prior experience in hospitality operations management.
- Demonstrate excellent interpersonal and organizational skills.
- Be outgoing and adept at building relationships with staff, guests, and community partners.
- Possess strong problem-solving skills and the ability to adapt to challenges.

Preference

As part of our commitment to fostering local talent and community connections, preference will be given to members of the 'Namgis First Nation. We are committed to providing equal opportunities for all applicants and encourage individuals from diverse backgrounds to apply.
