

JOB POSTING

Job Title: Administration Assistant

Job Status: Permanent

Start Wage: \$58,000 per annum

Summary of Position:

The Administration Assistant is responsible for the daily administration (“Administration”) of the Executive Office of the General Manager/Managing Director and the Rooms Division of the hotel.

Responsibilities:

- Manages administrative responsibilities including preparing, processing, updating and maintaining a wide range of confidential documents
- Answer and respond to telephone and email inquiries for the General Manager
- Respond to all guest comments and concerns
- Compose letters
- Order and maintain office supplies
- Maintain an organized filing system
- Schedule meetings for the General Manager
- Assist the General Manager in creating various reports
- Assist the General Manager with various projects
- Minute taking at meetings requested by the General Manager
- Oversee donation requests
- Assist the Housekeeping, Maintenance and Front Office Manager with administrative tasks and projects
- Any other general duties deemed from time to time

Job Requirements:

- 3 years administration experience with minimum 2 years’ experience in a supervisory role within a diverse team
- Post-secondary education in Hospitality & Tourism Management or a related field an asset
- Sound working knowledge of MS Office, Excel, PowerPoint, and Outlook
- Passion for guest service
- Excellent interpersonal skills and professional demeanor
- Excellent written and verbal communication skills
- Excellent time management skills
- Highly organized, results-oriented with the ability to be flexible and work well under pressure
- Must possess a high level of attention to detail and accuracy
- Thrives under a high pressure and fast paced environment
- A resourceful personality

- Understands the importance of creating a fun and rewarding work environment
- Must be able to embrace the 4 core values of the Laurel Point Inn: Excellence, Respect, Curiosity and Stewardship

Reports To: General Manager/Managing Director

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to careers@laurelpoint.com. For more information, please visit our Careers page at www.laurelpoint.com/careers

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount – 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one-night stay including breakfast for 2
- Friends & Family hotel discount (*so you can show off your amazing workplace*)
- Candidate referral bonus - \$500
- Industry discounts
- Workshops
- Cross-training opportunities
- Skill and advancement training programs
- Shower and locker facilities

Thank you for considering Inn at Laurel Point as your employer of choice!