



Job Posting — Operations Assistant

Position: Operations Assistant

Department: Echo Bay Marina and Lodge

Supervisor: General Manager

Type: Part-time; Permanent

Closing date: Open until filled

Location: Work remotely within BC

JOB SUMMARY

Echo Bay Marina and Lodge is a full-service marina on Gilford Island in the beautiful Broughton Archipelago in the heart of Kwikwasut'inuxw Haxwa'mis First Nation (KHFN) territory. Echo Bay is a sought-after wilderness destination. It offers a rural, eco-tourism destination — a place to disconnect from the world and to reconnect with nature. If you are highly organized and thrive in creating structure, this position is for you! As the Operations Assistant, you will support various administrative and operational tasks to support all office activities for the Echo Bay Marina and Lodge. This is a dynamic role, which requires attention to detail and the ability to thrive in multitasking environments.

GENERAL RESPONSIBILITIES

- Manage bookings (manual and via Checkfront online booking app)
- Strong interpersonal skills
- Ability to build relationships and liaise with tourism industry and partners
- Assists communication manager with social media postings
- Complete general store/gift shop purchases including Echo Bay Marina Swag
- Proposal writing

MANDATORY QUALIFICATIONS

- Keen understanding of First Nations culture, traditions and structures
- Strong communication skills
- Highly organized
- Ability to work effectively in collaboration with diverse groups of people
- Flexible and adaptable

TO APPLY

Please submit a cover letter and resume to info@kwaxwalawadi.com. Preference will be given to KHFN members who meet the requirements.

Wage is dependent upon experience and qualifications.

Thank you to all who apply, however, only those selected for an interview will be contacted