

Indian Head Canoes

Office Assistant

JOB SUMMARY:

Provide excellent customer service to vacationers looking to spend the day on the Delaware River or extend their plans to stay in a cabin or campground. Candidate must present effective and accurate communication, a friendly and accommodating personality, and work well within a team environment.

ESSENTIAL FUNCTIONS:

- Provide accurate and friendly information to customers via phone conversations, email, and face to face contact.
- Take customer reservations and present customer contracts.
- Assist in store sales, cash register transactions.
- Customer service such as greeting customers, answering questions.
- Assist in maintaining clean facilities, customer bathrooms, and cabins.
- Assist in organization and restocking retail store.

JOB QUALIFICATIONS

- Possess excellent customer service and communication skills.
- Work with a friendly, can-do attitude. One that can lead by example or possess self-starting skills is a plus.
- Basic knowledge of computer skills.
- Ability to function in a fast-paced environment.
- Available to work flexible hours (i.e. mornings or later nights, weekends and holidays)
- Must be at least 15 years of age.

Benefits

- Work in the great outdoors industry.
- Full time seasonal to part time weekend positions available; flexible with students in full time or part time academics.
- Team environment and family oriented culture – we have the best team!
- Paid overtime at time and a half hourly rate
- Bonus programs
- Full paid workday including meal times and breaks
- Compensation and pay raises above the industry standards and inflation
- Skills training for all job requirements
- Free employee river trips for you and a boat load of friends
- Employee discounts in retail stores
- Letter of Recommendations for future endeavors and career building
- Employee Appreciation Lunches