

VISITOR EXPERIENCE MANAGER
DITIDAHT DEVELOPMENT CORPORATION, NITINAHT LAKE, BC
SEASONAL FULL TIME - MARCH 1st to OCTOBER 31st

The Ditidaht First Nation and its affiliate Ditidaht Development Corporation (DDC) operate the Ditidaht General Store, Nitinaht, Motel, Windsurf and Caycuse Campgrounds, West Coast Trail Orientation Centre and Tsuquadah Comfort Camping, all located within the beautiful and pristine area of Nitinaht Lake, British Columbia.

The DDC is seeking an energetic and motivated person to manage their general store, motel and campground operations on an administrative level.

The Visitor Experience Manager is also expected to coach, mentor and conduct regular performance reviews of all employees to assist in motivating and engaging staff in exceptional customer service. Additional management duties include budget execution, inventory control, recruitment and enforcement of all policies and procedures.

Duties and responsibilities will include, recruiting, selection, training and scheduling of staff, as well as financial control and accountability, weekly reporting and inventories.

QUALIFICATIONS

- Hospitality training preferred (or min 2 years of experience in tourism and retail fields)
- Knowledge of office procedures and operation, including telephone and computer skills
- Current class 5 (full) Driver's License
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PERSONAL CHARACTERISTICS

- Courteous and strong ability to positively engage with people
- Strong interpersonal skills and ability to work well within a team
- Able to work in changing, dynamic, high stress environment
- Able to work well and respectfully with community members
- Able to maintain confidentiality
- Able to handle conflict with sound judgement
- Self-motivated and able to work independently and as part of a team
- Interested and committed to consult and involve staff in relevant decision-making
- strong oral and written communication skills
- Well-organized

Hours of work, wage and accommodations to be negotiated

For a copy of the complete Job Description or to apply please email

visitorscentre@shaw.ca



* Posting can also be found on Ditidaht FB page,
and www.nitinaht.com