



## **Position: Office Manager, Administrative Office Manager**

Beech Mountain Resort is seeking a highly motivated candidate for the role of Administrative Office Manager. The role will be responsible for the overall management of a well-organized and professional office environment. The position's primary role will be to serve as a customer service specialist with a professional attitude and appearance.

The ideal candidate must be self-motivated, detail oriented, well organized, and comfortable in fast-paced environment. Candidates must be capable of managing tasks from assignment to completion, while working independently with little or no supervision. The position requires strong organizational and time-management skills, as well as the utmost integrity, reliability, and flexibility. This is a full-time, year-round position.

### **Primary Responsibilities:**

- Manages the company's reception area
- Greets and directs office visitors
- Directs incoming phone calls; coordinates in-bound and out-bound mail and deliveries
- Maintains cleanliness and organization of the office
- Establishes and maintains an office supply budget
- Maintains inventory of office equipment and supplies
- Aids in the recruitment of potential employees
- Manages employee paperwork and filing
- Answers incoming calls and emails, providing thorough support and direction
- The ability to effectively communicate with customers through incoming calls, outbound campaigns, email and live chat
- Aid in the leadership and recruitment of the front desk sales team; schedule and manage front desk staff

### **Job Requirements:**

- 1-2 years of experience in administrative field
- Knowledge of resort industry and passion for outdoor recreation
- Excellent verbal and written communication skills
- Efficient time management skills and ability to multi-task
- Strong organizational and problem solving skills
- Ability to learn quickly and adapt to changing operational needs
- Proficiency with Microsoft Office Suite
- 4-year college degree or equivalent
- Customer service related experience

### **Special Requirements:**

Beech Mountain Resort is located in an adverse weather location. Reliable transportation in all occurrences of winter weather is required. Employment is contingent upon satisfactory results of state and federal criminal background check.

Beech Mountain resort is an equal opportunity employer. We are dedicated to providing a diverse workforce and are a drug/tobacco free work environment.