

Job Title: Office Administrator
Location: 40 OWL Lane, Foresters Falls, Ontario, K0J1V0
Cost of Living: \$10/day (3 meals/ day, [tent platform](#) and staff benefits)
Salary: \$115/day

Company: [OWL Rafting](#), est. 1981, is a Whitewater Rafting Company and Resort based out of Foresters Falls in Ontario, Canada. As a part of the Tourism Industry, we offer Guided Family, and High Adventure Rafting trips on the Ottawa River. Our season begins mid- May and finishes mid-September.

Job Description:

The Office and Retail Shop is the communication hub of OWL Rafting with its primary role is to serve our customers, as well as connect with our other departments and ensure each day runs smoothly. We are looking for enthusiastic, team-oriented and friendly individuals to assist rafters before, during and after the adventures!

Responsibilities:

- Customer correspondence, reservation administration, and follow up by phone and email
- Retail sales, stock and clean the store, daily rentals
- Process payments, perform accounting and balancing of daily income
- Prepare necessary daily reports
- Work collaboratively with other staff and teams at OWL
- Performs other duties as assigned (data entry, maintenance, etc.)

Job Requirements:

- Strong written and verbal communication skills (phone and email)
- Ability to work effectively in a fast paced environment and as a team member
- Interpersonal skills, positive problem-solving skills, punctual and motivated
- Excellent computer and data entry abilities and knowledge of Microsoft Office
- Previous experience in retail or customer service an asset
- Demonstrates a passion for outdoor recreation
- First Aid and CPR Certificate (we offer at a discounted rate for employees)
- WHMIS and Health & Safety Certificates (info on how to obtain provided with the job offer)
- A valid driver's license an asset
- Aged 19 & up

Additional Application Information:

We ask for a **2 year minimum commitment** from all new staff for training, and to maintain a quality experience for our customers from season to season. Please check out our website [owlrafting.com](#) to learn more about us. If you have any questions please feel free to call. While the deadline is April 30th, we recommend contacting us ASAP as spots are filling up.

Please send a Cover Letter, Resume and 3 References to: raft@owlrafting.com

raft@owlrafting.com | www.owlrafting.com | 1-800-461-7238

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