



Operations Administrative Assistant

REPORTS To: Director of Operations, General Manager, Vice President

PURPOSE OF THE JOB

Provide administrative support to the Director of Operations and the Lift Maintenance / Operations Departments of the Mount St. Louis Moonstone Ski Resort.

Responsibilities include, but are not limited to, record keeping, work order processing, assisting with purchasing and accounts payable, word processing, and other administrative duties necessary to the successful operation of the department.

DUTIES & RESPONSIBILITIES

- Provide daily administrative support to the Director of Operations
- Accurately prepare, file and maintain all work orders, documents, forms, reports and manuals associated with each of the departments within the Operations division of the Resort, including: Lift Maintenance, Lift Operations, Equipment/Vehicle Maintenance, Building Maintenance, Electrical Maintenance, Parts Department, Terrain Parks, and Grooming
- Enter data, update, and maintain Excel databases to record all purchase orders initiated by Parts Department and Lift Department. Create reports to assist Parts and Lift Departments to track back-ordered items. Regularly submit purchasing documentation to Accounts payable Department in an orderly format.
- Assist as required with parts purchasing, e.g. lift parts, and maintain accurate records of the same.
- Record and maintain daily fuel consumption data on Excel database. Prepare status reports on a regular basis.
- Maintain liaison with all departments of the Resort, including Administration, Guest Services, Accounts Payable/Payroll, Ski Patrol, Health & Safety Committee, etc. to assist in the promotion of effective communication within Mount St. Louis Moonstone Ski Resort.
- Maintain an appropriate supply of cost-effective office stationery items for use by Operations Department personnel.
- Maintain WSIB Files and prepare appropriate documentation
- Participate in keeping office work areas clean, neat and tidy
- Read, understand and comply with all Resort policies and procedures
- Other duties as assigned



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SKILLS & EDUCATIONAL REQUIREMENTS

- Exceptional communication and interpersonal skills.
- Strong ability to work without supervision as well as cooperatively as a team member.
- Familiarity with purchasing and accounts payable procedures
- Good computer skills including proficiency in Microsoft Word, Excel, Outlook
- Comfortable working in a shop environment.
- Knowledge of the ski industry would be beneficial, but not necessary.

PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 0730 – 1700
- Be on call and available, if required, on days off
- Overtime maybe required
- Follow lunch, washroom and break procedures as directed

- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to remain stationary for long periods of time
- Spend extended hours in front of a computer screen
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with fellow crew members and other departments in a polite and professional manner

Employee Signature

Date

Andre Huter

Andre Huter, Operations Manager