



**WILD COAST**

*escape, explore, discover.*

**Campbell River Adventure Tours Group**

Toll Free: 1-877-909-2667 / Local: 1-250-287-2667

info@campbellriverwhalewatching.com / hello@wildcoastadventures.com  
www.campbellriverwhalewatching.com / www.kayakbritishcolumbia.com

## **Office Manager – Join Our Adventure Team!**

Are you passionate about adventure, love the outdoors, and thrive in a dynamic environment? We're looking for an energetic and driven **Office Manager** to work closely with our owners and lead our front desk team to ensure smooth sailing every day. From organizing epic tours to supporting our guests and guides, you'll play a vital role in making every experience unforgettable!

### **What You'll Do:**

Your day will never be dull! As our Office Manager, you'll:

- Recruit, hire, train, and inspire an all-star team while ensuring day-to-day operations are seamless.
- Take the reins of our booking and reservation system, keeping things efficient and guest-friendly.
- Use your passions to take on special projects in education, partnerships, events, social media, or sustainability.
- Build and nurture strong relationships with partners to keep growing our network.
- Oversee our retail inventory - help our guests find the perfect souvenir to remember their adventure!
- Roll up your sleeves and jump in with the front office team.
- Ensure our office is sparkling clean and welcoming.
- Enjoy the flexibility to work from home during our off-season.

### **What We're Looking For:**

We're all about people who love what they do! To thrive in this role, you'll need:

- A strong background in customer service (bonus points if it's in tourism!).
- Previous administrative and supervisory experience.
- A sales-driven mindset.
- A proactive attitude with the ability to anticipate and solve challenges.
- Exceptional interpersonal and communication skills - you'll be the heart of the team!
- Strong IT skills - you'll be working with various software platforms, AI tools, and online systems, so being tech-savvy and quick to learn new tools is a must.
- Availability to be part of the action during our busy season - some weeks may be 40+ hours and include evenings or weekends.
- A passion for sustainability in all its forms - whether it's protecting the planet, supporting communities, or making smart choices for the future.
- Reliable transportation to get to the action.
- A genuine love for the outdoors and marine life.



**WILD COAST**

*escape, explore, discover.*

**Campbell River Adventure Tours Group**

Toll Free: 1-877-909-2667 / Local: 1-250-287-2667

info@campbellriverwhalewatching.com / hello@wildcoastadventures.com

www.campbellriverwhalewatching.com / www.kayakbritishcolumbia.com

### **Why Join Us?**

We're not just a team - we're a family passionate about creating unforgettable adventures for our guests. If you're looking for a role that combines leadership, excitement, and a touch of the wild, this is it!

### **Job Details:**

- Job Type: Full-Time, Permanent

### **Compensation:**

- Salary \$56,000 - \$62,000 per year.
- Share of Tip Pool
- Benefits
- Free Tours!

Ready to dive in? Apply by February 17, 2025 to [careers@crww.ca](mailto:careers@crww.ca) and become part of the adventure!