

OFFICE MANAGER

Mammoth Lakes Tourism

Position Profile:

Assist Mammoth Lakes Tourism in day-to-day operations, community relations and visitor communication efforts.

Duties include, but are not limited to: answering visitor information and business phone calls and emails; mailing, and scanning requested visitor information, business requests and office correspondence; front desk operations; receipt/statement reconciliation and invoice filing; transmitting requests for visitor guides to fulfillment company; meeting preparation, scheduling and minute taking; updating website listings; monthly reporting; coordination of giveaways and fulfillment; ordering office supplies; maintaining office/vehicle maintenance schedule; general office administration and management.

Minimum qualifications:

Candidate must be a driven, self-starting individual with a positive attitude, good work ethic and team player mentality.

- A good understanding of the tourism offerings in the Mammoth Lakes area and surrounding region
- 2+ years working with the public in a professional office environment, preferably in the tourism and/or hospitality industry
- 3+ years working experience
- Professional appearance, both in-person and on the phone
- Solid understanding and practice of office etiquette
- Good verbal and business writing skills; customer service skills; and interpersonal skills
- Detail-oriented proofreading skills
- Able to eloquently communicate with the general public and leadership in local, regional, state and US agencies
- Professional working knowledge of Microsoft Office Suite (Word, Excel, and PowerPoint), Internet, and office equipment (phones, copier, scanner, postage machine)
- Good problem-solving, time-management, and organization skills
- Ability to manage multiple projects and priorities for an office with varying needs while meeting hard deadlines
- Must be able to provide professional references (no personal references accepted)

Desired, but not required:

- Experience working in a multi-agency environment
- Experience working with cross-cultural teams and communities
- Multilingual

Requirements:

- Must have a valid driver's license
- Must have reliable transportation
- Must be able to lift 50 pounds
- Must be able to work days, nights, weekends, and holidays to meet deadlines, event and/or travel

Compensation/Benefits: Pay range from \$19 - \$21 per hour. Mammoth Lakes Tourism is a private, not-for-profit organization that provides its employees a benefits package that includes Mammoth Mountain winter season pass, Snowcreek Resort golf season pass, company paid medical plan (for employee), a 401(k) pension plan with up to 4% company contribution and paid time off.

Please email cover letter and resume to Info@VisitMammoth.com. No telephone calls. Position open until filled.