



Mount St. Louis Moonstone Ski Resort Ltd.

24 Mount St. Louis Road, RR#4
Coldwater, Ontario L0K 1E0
mslm@mslm.on.ca

(705) 835 2112 Phone
(705) 835 2831 Fax
(877) 835 2112 Toronto Toll Free

www.mountstlouis.com

OFFICE RECEPTIONIST

Responsibilities

- Full & Part Time Seasonal, Weekdays & Weekends
- Responsible for directing all incoming calls
- Responsible for updating daily condition changes to the web site
- Responsible for processing memberships, programs, lessons and employee time cards
- Responsible for balancing daily reconciliation of money received from memberships, programs, gift certificates
- Responsible for processing on-line orders
- Assisting with general office duties, typing, filing, faxing, photocopying from all departments
- Assisting with processing of group tickets
- Responsible for knowing Company policies, procedures and administration information
- Responsible for directing incoming shipments from Federal Express, Purolator, Can-Par, UPS to the correct department
- Responsible for the cleanliness of the Office area

Performance Standards

- Being flexible with department schedule
- Being punctual and professional with assigned duties
- Perform any other assigned duties
- Read, understand and comply with all Resort Policies and Procedures
- Attend WHMIS training

Hourly Wage

- Varies depending on Qualifications & Experience

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