



Office Team Member

Full-Time

**Port Hardy and North Island
Port Hardy**

Tuesday February 17, 2026

\$21 - \$25/ hour (\$22.50 per hour)

Company: Great Bear Lodge

Industry: Tourism/ Hospitality

How to apply:

Please email a cover letter and resume with 3 references. At least 2 of them should be work-related and preferably have both e-mail addresses and contact phone

numbers. Email materials to Marg Leehane at info@greatbeartours.com. All emails will be acknowledged and selected applicants will be contacted by email and phone for interviews by phone or in person.

Expiry Date:

Tuesday, March 03, 2026

Details:

You will be part of the guest team in Port Hardy, working alongside our Office Manager and Logistics Specialist. The position is full time, with some weekend work required. The pay rate is \$22.50 per hour plus gratuities. Many days you will work independently, while some days you will work with another team member. Your day will involve:

- Customer Service and Sales: answering phone and email inquiries and taking bookings; entering all client information in a computer system; sending invoices.
- Meeting clients as they prepare to board the floatplane for the Great Bear Lodge, and once again when they return from the lodge.
- Provide logistical support to the Great Bear Lodge: purchase groceries and other items required by the lodge, dispose of recyclables and trash.
- Schedule floatplane transportation for the clients and staff
- General office duties: receiving packages; preparing paperwork for the bookkeeper, sending marketing material, etc

Qualifications & Experience:

Ideally you are:

1. Comfortable working on computers.
2. Good at communicating with people.
3. Driven to provide excellent customer service and exceed expectations on a daily basis.
4. A car owner (will be reimbursed for usage).
5. Able to assist in loading groceries and luggage onto planes.
