



NOOTKA MARINE ADVENTURES

MOUTCHA BAY
RESORT

NEWTON COVE
RESORT

NOOTKA SOUND
RESORT

Assistant Operations Manager: Your West Coast Adventure Awaits!

Embark on an exciting journey with Nootka Marine Adventures, where every day is an opportunity to be part of a dedicated team delivering exceptional experiences to our guests. We believe in creating a positive work environment where your commitment and positivity make a real impact.

We are dedicated to preserving the timeless art of sport fishing while nurturing the next generation of anglers. Our mission is to provide an unparalleled luxury fishing experience that not only immerses our guests in the natural beauty of our surroundings but also instills a deep appreciation for fishing and the environment.

Contract length is subject to change based on the demands of the season. Let us know your availability between mid-March and mid-October, 2025.

Get to know us:

Drive west along one of the most scenic highways in Canada through the spectacular mountainous landscape of Strathcona Park and the village of Gold River towards Tahsis. Approximately 2 hours by road from Campbell River on Vancouver Island is **Moutcha Bay Resort**, on the waters of Nootka Sound.

Requirements of an Assistant Operations Manager:

- Willing to live and work remotely.
- Strong marina knowledge with 2 years of marina experience in a leadership role.
- Thorough understanding of Transport Canada Small Vessel Regulations, Marine Acts and Regulations, and DFO regulations and restrictions for BC tidal areas.
- Mechanical aptitude a must. Vessel maintenance experience an asset.
- Strong hospitality skills with a clear understanding of the guest experience and an ability to address guest requests and concerns in a professional and hospitable manner.
- Willingness to adapt with the ability to think creatively and proactively problem solve. Strong organizational, interpersonal, communication, and time management skills.
- Previous experience managing employees in the hospitality sector. Fishing lodge experience preferred.
- Attention to detail, organization, cleanliness, and safety.

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Courtenay BC V9N 3P6

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- Ability to lift, push, pull, or carry heavy objects up to 50 pounds
- Ability to stand for long periods.
- Small Vessel Operator Proficiency certification.
- Marine Emergency Duties of Small Domestic Vessel Basic Safety certification.
- Restricted Radio Operator Certificate – Marine with DSC.
- Marine Basic First Aid Certification.
- Food Safe Level 1 certification.
- Serve it Right certification.

Duties of an Assistant Operations Manager:

- Manage the day-to-day operations of the resort alongside the Resort Manager and jump in to help whenever and wherever needed.
- Lead by example as a guest service leader by addressing guests requests in a professional, helpful, and prompt manner.
- Have a detailed understanding of every employee position at the resort and oversee the organization, productivity, and workflow of all departments.
- Ensure the flawless cleanliness of the resort.
- Assist the Resort Manager with the completion of administrative functions including inventories, reports, orders, schedules, and payroll.
- Assist with employee training and onboarding, including a full and complete communication of procedures, processes, expectations, and best practices.
- Actively uphold health and safety policies and procedures, monitor employees to ensure that they are being upheld resort-wide, and ensure that new employees are trained accordingly.
- Provide continual support to employees through coaching, mentoring, and consistent feedback.
- Audit for maintenance needs, ensuring resolution of issues communicating with on-site personnel and/or engaging contractors.
- Assist with the shipping and receiving of goods in a safe manner.
- Assist with the completion of seasonal open and closing procedures.
- Actively work toward building a healthy resort culture focused on shared values and goals, motivation, productivity, diversity, wellbeing, and trust.

Working with us:

We value FISHING: Fiscal Responsibility, Integrity, Skill Development, Harmony, Innovation, Nurturing, and above all the Guest Experience.

Meals and staff accommodation are included in the employment package!

While living at the resort you will have opportunities to fish, swim, hike, explore, kayak, and make lifelong friends. Also, we ensure that all employees get the opportunity to experience guided fishing

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through the Anglers Academy. The Academy is for those who love to fish or are just interested in learning!

We have employees that return year after year because of the opportunities for advancement.

How to apply:

You can apply directly online by submitting your resume and cover letter.

We welcome all qualified applicants as we are an equal opportunity employer who celebrates diversity and strives to create an inclusive environment for all employees.

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