



# NOOTKA MARINE ADVENTURES

MOUTCHA BAY  
RESORT

NEWTON COVE  
RESORT

NOOTKA SOUND  
RESORT

## Assistant Resort 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 the location and demands of the season. Start date is anticipated to be June 15, and end date will be between Aug 30 and September 16.**

### Get to know us:

Situated at Galiano Bay, **Nootka Sound Resort** is embraced by the rugged Canadian coastal mountains and enveloped in dense old-growth forest. A sought-after destination for corporate gatherings, this all-inclusive floating resort offers accessibility by both boat and floatplane, providing a unique retreat in the lap of nature.

Nestled in a tranquil cove within Espinosa Inlet, a gateway to the Pacific entrance of Esperanza Inlet, **Newton Cove Resort** stands as a hidden jewel in the heart of the wilderness. Offering an elevated experience, our upscale floating resort provides a seamless connection to the thrill of British Columbia's premier salmon and halibut fishing grounds, beckoning to those with an adventurous spirit.

### Requirements of an Assistant Resort Manager:

- Willing to live and work remotely.
- 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.

Head Office | #211C-750 Comox Road  
Courtenay BC V9N 3P6

Business Address | 1392 Seaview Rd  
Black Creek, BC V9J 1J7

- Strong command of the Microsoft Office suite of applications and experience working with hospitality booking software (Maestro preferred).
- Attention to detail, organization, cleanliness, and safety.
- Ability to lift, push, pull, or carry heavy objects up to 50 pounds
- Ability to stand for long periods.
- Pleasure Craft Operators Certification PCOC.
- Food Safe Level 1 certification.
- Serving it Right certification.
- OFA III Certification (Also called Advanced First Aid).

#### **Duties of an Assistant Resort 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.
- Check guests in and out of the booking software and ensure folios are in order and up to date at all times.
- 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.
- Daily monitoring of the resort systems and facilities, ensuring that they are adequately maintained, safe, clean, and operating effectively.
- Audit for maintenance needs, ensuring resolution of issues communicating with on-site personnel and/or engaging contractors.
- Perform scheduled inspections of rooms, restaurant, docks, buildings, generators, water systems, effluent systems.
- 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.

**Head Office** | #211C-750 Comox Road  
Courtenay BC V9N 3P8

**Business Address** | 1392 Seaview Rd  
Black Creek, BC V8J 1J7

**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, explore, kayak, and make lifelong friends. Also, we ensure that all employees get the opportunity to experience guided fishing 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.

**Head Office** | #211C-750 Comox Road  
Courtenay BC V9N 3P6

**Business Address** | 1392 Seaview Rd  
Black Creek, BC V8J 1J7