

ASSISTANT MANAGER - HR LEAD

Are you good at herding cats? What about doing two (or ten) things at once? Have you ever wanted to work in a mansion on the water with a zany cast of loveable characters who look to you for guidance, direction, and the fulfillment of their emotional needs? If so, WELCOME HOME!

We are the **Squamish Adventure Inn** and we want YOU to liven up the place. This is a Management position, but don't worry, it's not lonely at the top. You'll be working with an amazing team of full-time supervisors and part time Crew from around the world.

JOB DESCRIPTION:

- As our Assistant Manager and HR Lead you'll work a little bit in every department so you're familiar with all of our systems and keep in touch with the entire team
- Manage our Crew of 4-8 part-time adventurers/feral nomads, including:
 - Recruitment/dismissal
 - Orientation and training
 - Weekly team dinners, monthly staff events and team-building
- Work the Hostel Supervisor shift, including:
 - Working Reception
 - Handling emergencies
 - Regularly interacting with our AWESOME guests
- Work the Housekeeping Lead shifts (max 1-2 days per week), including:
 - Cleaning all the things (if it is a thing, it needs to be cleaned)
 - Supervise a Crew of 1-2 on the Quest to Clean all the Things
 - Teaching the Crew how to clean things all by themselves
 - Managing Laundry. Washing, drying, folding, overseeing inventory
- Take on the Hostel Manager position when Manager is unavailable or on vacation
- Be on-call in the evenings (after your shifts) for emergencies (some days)

WHAT WE OFFER:

- A generous bonus structure including completion bonus and performance incentives
- Full benefits including Life Insurance, Extended Health and Dental, after a 3-month period
- 4% vacation pay
- Weekly hostel-family dinners and regular events/antics
- Dangerous proximity to the best ice cream in Squamish (Narwhals)
- A never-ending supply of new faces (our part time Crew change every 3 to 4 months)
- Waterfront location in one of the best outdoor playgrounds in the world
- We provide a cell phone plan (with Data)
- FAM tours with local business and tour operators
- Complimentary stays at all HI Canada Hostels
- Participation in hostel industry events and conferences

COMPENSATION

We pay our entire team by the hour, not salary, and there's a very good reason for this. Big businesses love Salaried jobs because it allows them to give the Management team tons of overtime and **not pay an extra dollar**. We compensate our team for every hour worked, every time they're called, and we don't force our team to sit at work when there's nothing to do. We want you to go adventuring in Squamish!

The Assistant Manager starting salary begins at \$24/hr and is reviewed annually. This is a career position with a small family-owned business!

WORK SCHEDULE

Permanent Full-Time (35+ hours per week, usually around 40) and some days you'll work in the evenings, depending on the day. You'll also occasionally work weekends so you'll have less competition on the trails and craigs on your days off!

As Assistant Manager you will also have to drop in from time-to-time to ensure operations are running smoothly and that can't always be predictable. We always try to keep a consistent work schedule but at times the realities of running a hostel may require additional hours or days with short notice.

JOB QUALIFICATIONS (GOTTA HAVES):

- Fluent English (speaking and writing). Extra languages are a bonus!
- Extensive experience in a relevant occupation with strong references (Supervisory and customer service experience in the accommodation world)
- Criminal Background Check
- Valid Driver's license and vehicle
- Basic computer skills
- Living in or willing to relocate to Squamish, BC – The Adventure Capital of Canada!

APPLICATION PROCESS

If this position sounds like a good fit please send your resume, relevant references, phone number and the best time to contact you to dan@squamishhostel.com.

***If you are not a Canadian citizen, please let us know if you have a valid work permit and when it expires.**