



**Job Title:** Office Administrator, Customer Service & Barista  
**Location:** 247 River Road, Barry's Bay, Ontario  
**Cost of Living:** \$10/day (3 meals/ day, [tent platform](#) and staff benefits)  
**Wage:** \$115/day  
**Work Term:** Full-time, June – September, with option to work Fall Programs

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**Company:** [Madawaska Kanu Centre](#), est. 1972, is Canada's first Whitewater Resort for Kayak & Canoe - famous for our food, ambiance and Whitewater Instruction. Nestled in the woods east of Algonquin Park on the Madawaska River, MKC offers weekend and 5-Day paddling programs, combining learning with an uplifting wilderness experience. In addition, our 2-hour [Family Raft Trips](#) are the area's most popular tourist attraction.

### Job Description:

The Office / Riverside Shop & Café is the communication hub of MKC with its primary role to serve our customers, as well as connect with our other departments, ensuring each day runs smoothly. We seek enthusiastic, team-oriented and friendly individuals to assist guests before, during and after the adventures!

### Responsibilities:

- Customer correspondence, reservation administration, and follow up, by phone and email
- Process payments, perform accounting, balance daily income and prepare necessary daily reports
- Retail sales, stock and clean the store
- Café duties – preparing beverages, replenishing homemade snacks
- Work collaboratively with other staff and teams at MKC, performing other duties as assigned

### Job Requirements:

- Strong written and verbal communication skills (phone, email and in person)
- Ability to work effectively in a fast paced environment and as a team member
- Interpersonal skills, positive problem-solving skills, punctual and motivated
- Excellent computer and data entry abilities, and knowledge of Microsoft Office and Excel
- Previous experience in retail, coffee shops or customer service an asset
- First Aid and CPR Certificate (we offer at a discounted rate for employees)
- WHMIS and Health & Safety Certificates (info on how to obtain provided with the job offer)
- A valid driver's license an asset
- Aged 19 & up

### Additional Application Information:

We ask for a **2 year minimum commitment** from all new staff for training, and to maintain a quality experience for our customers from season to season. Please check out our website [MKC.ca](#) to learn more about us. If you have any questions please feel free to call.

**Please send a Cover Letter, Resume and 3 References to: [paddle@owl-mkc.ca](mailto:paddle@owl-mkc.ca)**