



---

<b>Position:</b>	Office Manager, Madawaska Kanu Centre	
<b>Locations:</b>	Ottawa (October – April 30 <sup>th</sup> ) & MKC in Barry's Bay (May 1 <sup>st</sup> - September)	
<b>Salary:</b>	starting \$38,400/annum	<b>Training period:</b> \$115/day in first month
<b>Benefits:</b>	Room & Board May – September on site tent platform provided, taxable benefit. Offseason \$500/mo rent stipend. \$500/ year medical expense reimbursement.	

---

### General

The Office Manager is the heart of MKC from an administration perspective overseeing paddling and rafting operations. In essence: sales, reservations and customer relations as well as social media, staffing and managing the small retail store & café. We are looking for a long-term full-time commitment, starting mid-June at MKC and moving to our Ottawa office at the end of October.

### Responsibilities

- CRM: Responsible for all communication with clients- initial contact, sale, data input, payments and all follow up
- Responsible for all social media management such as Facebook, Insta, Twitter and Trip Advisor
- Day to day accounting, balancing and monthly financial record keeping
- Develop and processing all client and staff information
- Administrative task to ensure the business is running efficiently
- Acts as an active member of the MKC team, giving input, suggestions and problem solving where necessary
- Works collaboratively with staff to ensure the success and mission-oriented delivery of MKC's programs
- Performs other duties as needed

### Skills Required

- Ability to work effectively in a fast paced environment
- Strong client orientation with client-friendly problem resolution skills
- Strong organizational and time management skills
- Strong written and verbal communication skills
- Ability work as a team member and receive constructive feedback
- Excellent computer skills and knowledge of website management and social media
- Demonstrates a passion for outdoor recreation

### Education & Experience

- Bachelors Degree / Diploma in Business Administration, Communications, HR or a similar field
- Minimum of 3 years in a similar position as an asset
- Experience in payroll management

### Work Environment

- The office is split between two locations; Ottawa from October- April and summers at our river location in Barry's Bay, ON.

### Summer is our active season;

- The Office is the Registration, Café and Retail store
- The Office Team is usually three, working with a core staff of fourteen and instructors rotating in
- Onsite tent platform accommodation and meals provided from May to September

### Winter is the planning season;

- Small office close to downtown Ottawa, merged with OWL Rafting - two-four person team