

## **Yeoman/Innkeeper's Assistant (\$2590)**

### Desired Qualifications:

- Minimum 17 years old
- Office and computer experience
- Ability to work a part of a team
- Good phone skills
- Attention to detail
- Till operations
- Able to multi-task

Responsible to: Yeoman/Innkeeper

### General Responsibilities:

There are two parts to this position:

- 1) Assists Yeoman in office administration, coordinating town trips, camp communications, processing requisition forms and managing communication and information from North Vancouver office to island.
- 2) The Innkeeper's Assistant is responsible for helping to run the store. The position includes a number of retail related tasks as well as money and account management.

### Specific Duties:

Daily store operations

- Till transactions
- Credit Card transactions
- Camper deposits
- Stock inventory
- Maintaining a welcoming, tidy and professional atmosphere
- Daily cash-outs

Administration

- Camper account spreadsheets
- Staff account deposits and withdrawals
- Compilation and distribution of camper pre-order t-shirts & DVD's
- Creating multiple spreadsheets and forms

Secretarial

- Receptionist for all incoming calls to the camp, record and distribute messages
- Receive and distribute mail
- Manage invoices for purchasing and receiving
- Maintain the purchase order file and process all incoming bills and statements for payment
- Take reservations and collect money for Sunday brunch visitors

Organize all runs

- Organize boat trips and schedule all boats and times
- Collect all payments, orders, products etc. for the Ensign's trip to Gibsons and Vancouver

The Yeoman/Innkeeper's Assistant will actively pursue the ministry of the camp through the application of Biblical principles in his/her leadership of and personal relationships with the staff and campers