

## Dells TimberLand Campground, Office Manager Job Description

### Qualifications

- Be available for work April through October, including weekends.
- Candidates must speak fluent English, have good people skills, be personable, outgoing, friendly and be at least 18 yrs old.
- Candidates should possess good time management skills and the ability to manage others, work independently as well as in a team.
- This position is slightly physical in nature and requires some bending and lifting as well as eye hand coordination and dexterity skills.
- Able to, operate a calculator, phone, cash register, fill out forms and do basic accounting tasks.

### Duties and Responsibilities

- Oversee office and cleaning staff, stocking & ordering for campground store.
- Oversee opening and closing of office, balance cash drawers, do deposit drops.
- Basic computer work, internet, email and enter reservations into the reservation system.
- Check guests into and out, ring up sales, take payments and make change.
- General office work like filing, rolling plastic bags and getting mail ready to go out.
- Fill and make snack / drink items like coffee, popcorn and slushies.
- Monitor the pool, recreation hall and common areas directly around the office.
- Restock shelves and coolers, cleaning of shelves and general store / office area.
- Answer questions, assist guests, answer and route phone calls, take reservations.

### Salary & Benefits

- Starting Hourly Wage of \$11.50 to \$12.50 and bonus based on attendance.
- Overtime Wage (after 40 hours per week) of 1.5 times hourly wage.
- Campsite or Housing may be available and negotiable.
- Friendly, family environment, store Discounts.
- Employee Discount Card for Dells attractions.
- Paid Job Training.

### All Employees are required to:

- Wear uniform or appropriate clothing for the required tasks.
- Use safety equipment as needed for the required tasks.
- Sign an Employee Confidentiality Agreement.
- Sign an Employee Access Policy.