



## Job Announcement

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<b>Job Title:</b>	Assistant Resort Manager (Seasonal Position)	<b>Entity:</b>	Rainbow Beach Resort
<b>Reports To:</b>	ICS/RBR Manager	<b>Salary:</b>	DOE
<b>FLSA Classification:</b>	Exempt	<b>Closing Date:</b>	2/23/18

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### Summary:

The Assistant Resort Manager for Rainbow Beach Resort is an approximate six to eight month seasonal position that assists with managing all facets of resort operations during peak times of the year; provides effective leadership and assistance in regards to accomplishing identified resort goals and objectives; performs duties in an efficient and profitable manner that promotes superior staff, customer, and vendor relations.

### Knowledge, Skills, and Abilities (Minimum Qualifications):

- High School diploma or GED.
- Must be over 21 years of age.
- Minimum of two (2) years resort and/or hospitality experience.
- Minimum of two (2) years of supervisory experience.
- Previous employment must include excellent cash handling experience.
- Retail experience preferred.
- Must possess a current and valid Food Handler's Card.
- Must be computer literate with proficiency in Windows-based programs.
- Must have working knowledge of reservation systems.
- Must have excellent customer service and employee relations skills.
- Ability to plan, organize, motivate and train others.
- Ability to work irregular hours, including nights, weekends and holidays.
- Must possess a current and valid Washington State Driver's License.
- Must possess a current and valid Tribal Driver's License.
- Must successfully clear a thorough background check, including criminal history, past employment, and reference verifications.

### Physical Demands / Work Environment:

- Manual and finger dexterity as required to perform daily job duties.
- Ability to occasionally sit for prolonged periods of time.
- Ability to frequently walk and/or stand for prolonged periods of time.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to frequently bend, squat and/or stoop.
- Ability to occasionally reach, climb and/or crawl.
- Occasionally exposed to outside weather conditions, including variations in temperature and precipitation.

These requirements need to be met to represent knowledge, skill and/or ability to perform job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**DRUG TEST REQUIRED IN ACCORDANCE WITH CTFC POLICY**

Submit resumes to: CTEC, Attn: HR Dept, P.O. Box 140, Nespelem, WA 99155, or to [n.runningbear@ctfc.biz](mailto:n.runningbear@ctfc.biz) or call 634-3208 if you require more information.

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