



Job Title:

- Office 1

Direct Supervisor:

- Office Manager

Job Description:

- Collect payment from customers
- Answer phone calls
- Greet customers at front desk
- Help with emails and confirmations
- Sell flightseeing, bear viewing, fishing, and charter flights
- Assist office manager with daily schedule
- Keep office and coffee area tidy and stocked
- Keep merchandise area stocked
- Coordinate van schedule with shuttle driver
- Coordinate lunches for day trips with dock crew
- Give customer orientations for day trips at wall map
- Interact with customers
- Complete daily maintenance log
- Other duties as assigned