



[Administrator]

Reports To

The administrator will report to the operations manager.

Job Overview

Providing administrative support for this busy wildlife center and boat trip business. Assisting with the running, management and logistics of running boat trips and training. The successful candidate must have a passion for marine wildlife and the marine environment. They should have an outgoing personality and the willingness to work flexible hours.

Responsibilities and Duties

- Booking management – booking system administration; online, on the phone and in person
- Assist with boat trip preparation – greeting passengers, kitting up, equipment & refreshment preparation
- Centre maintenance & cleanliness
- Assist with marketing
- Social media administration
- Ordering and invoicing
- Course and staff logistics

Qualifications/Experience

Required/essential:

- Computer proficient
- Ability to work independently and on a team
- Keen interest in marine wildlife, with the ability to communicate this to passengers

Desirable:

- Marine tourism experience

Schedule:

Seasonal Position – March - October
(Full time and Part time positions available)