



Position: Reservations and Office Administrator

Base Location: Great Canadian Bungee Operations, La Peche, Quebec.

Description of Position:

The primary responsibility is to manage current customer base and reservations via phone and email.

Responsibilities include:

- Answering phone and email inquiries.
- Assisting with the direct sales of services at our jumpsite.
- Sending information to existing customers via email or web-based mediums.
- Website updates.
- Data Entry.

Description of Candidate:

- Bilingual (English, French).
- Pleasant demeanor.
- Efficient and precise.
- Knowledge of various computer programs: MS Office, html.
- Ability to work independently with minimal supervision.
- Proficiency in operating various office equipment.

Season/Hours: May 1st to 1 to November 1st, 40 hrs per week.

Remuneration: \$12-\$15/hr depending on experience, plus free bungee jumps, cable slides and other adventure sports!

To apply, please call Nick Steers at 613 266 9747 or nick@bungee.ca