

## **Campground Manager**

*Contractor – Fixed Term 12 months*

Live and work in one of NZ's most adventurous and pristine regions. Play a key role in Shaping Our District. Advance your career whilst enjoying a quality work-life balance.

This is live in position and the expectation is that you will be "hands on" in all areas of our campground. You will be the face of our company to ensure the successful day to day running of the business.

### **What will you do?**

- Greet guests and check them into cabins, caravans or campsites
- Maintain the facility including but not limited to buildings and machinery, mowing the domain grounds and camping areas, weed eating, spraying, weeding planted areas and gardens, inspecting and managing septic system and water supply, water blasting
- Maintain and clean all the facilities
- Carry out administrative tasks
- Handle guest requests and complaints
- Work with the Reefton Reserve Subcommittee to establish an online reservation system
- Take accommodation bookings, manage reservation systems and maintain accurate records of reservation and payments
- Clean, prepare and maintain high standards in facilities for community and visitor use
- Keep up to date with public health requirements / restrictions
- Respond to enquiries and requests for assistance from visitors
- Order and/or purchase equipment and supplies, including fuel, stationery, (within delegations)
- Regular spring cleaning of facilities, including washing windows
- Arrange contractors (within delegations or with approval of the Client and in consultation with the Reefton Reserve Subcommittee).

### **Who are you?**

The ideal candidate would ideally have experience as a Campground / Holiday Park Manager, or experience in the accommodation management sector.

You will have:

- customer service skills
- knowledge of health and safety
- knowledge of the local area and tourist attractions
- business administration, management and marketing skills
- a current driver's license and a first aid certificate or be prepared to obtain one at your own cost
- practical maintenance and repair skills, such as plumbing, and skill in operating machinery would be an advantage

This is an amazing opportunity for a motivated person or couple looking to work together in a great working lifestyle or take the next step in their career in the accommodation industry.