



Job Title:	<i>Office Administrator, Head of Retail</i>
Location:	247 River Road, Barry's Bay, Ontario
Wage & Term:	\$155/day, May to September
Cost of Living:	\$12/day for 3 meals/day and tent platform accommodations
Benefits:	2 Free days of intro whitewater paddling instruction (\$1000 value) 2 T-shirts, as staff uniform

[Madawaska Kanu Centre](#), est. 1972, is Canada's first Whitewater Resort for whitewater kayaking and canoeing. We are famous for our food, ambiance and paddling instruction. Nestled in the woods on the Middle Madawaska River, MKC offers weekend and 5-day paddling programs, combining learning with an uplifting wilderness experience. In addition, our 2 hour Family Raft Trips are the area's most popular tourist attraction.

Job Description:

The Office / Riverside Shop & Café prides itself on being a welcoming and beautiful store. We sell local goods, whitewater souvenirs and paddling gear. The Head of Retail is a member of the office team as a whole, and specifically in charge of running the retail portion of MKC.

Responsibilities:

- Merchandize and design appealing displays for retail goods, and rotating items based on seasonality
- Work with our software, Smart Vendor, to track sales and inventory
- Support customers in their shopping experience in our retail shop
- Process payments, balance daily income, and prepare necessary daily reports
- Prepare café beverages and snack display
- Understand and sell our wide variety of programs by phone, email, online chat, and in person
- Welcome our guests and giving them a tour of the site
- Work collaboratively with other staff and teams at MKC

Job Requirements:

- Excellent computer and data entry abilities, knowledge of Microsoft Office and Excel
- Solid organizational skills
- Strong written and verbal communication skills (phone, email and in person)
- Ability to work effectively in a fast paced environment as a team member
- Positive problem-solving skills
- First Aid, CPR & WHMIS Certificate (we offer at a discounted rate for employees)
- A valid driver's license
- Aged 19 & up

Previous experience in retail, coffee shops and customer service an asset, but not required.

We ask for a **2 season commitment** (4 months / year) from all new staff to maintain a quality experience for everyone.

Please check out our website [MKC.ca](#) to learn more about us. If you have any questions please feel free to call.

Please apply using our [Online Application Form](#)

Learn From The River, With The River

247 River Road, Barry's Bay, Ontario, K0J 1B0 | 613 756 3620 | [www.mkc.ca](#)