

## Blachford Lake Lodge

### Office Manager

*Located in Yellowknife, NWT, you manage the office an upscale Northern fly-in remote wilderness lodge. This is a full time permanent position. You will be available to start immediately and you will coordinate and deliver services for research, sales, marketing, promotions, reservations, public relations and responding to inquiries. You will have experience in sales, marketing, public relations and/or the tourism industry and education in business administration, marketing, communications, public relations, advertising or a related field.*

#### General Information:

*If interested, please email resume, cover letter and references to [john@blachfordlakelodge.com](mailto:john@blachfordlakelodge.com)*

*Salary is dependent on experience and education plus gratuities.*

***Blachford Lake Lodge and Conference Resort*** is located north of Great Slave Lake, 95 kilometers southeast of Yellowknife, the capital of the Northwest Territories. Blachford Lake Lodge is the north's foremost, multi-season, backcountry lodge.

Visit <http://www.blachfordlakelodge.com/>

### **Assisting Office Manager - Sales, Marketing and Special Projects (one in-town YELLOWKNIFE NWT position) – SOONEST**

*You are responsible, self-motivated and creative? Then, you might be interested in this job opportunity that gives a minimum 12 weeks term with the hope to hire you for a subsequent term or the full time position upon successful completion of the trial period.*

*Located in Yellowknife, NWT (in Old Town), you will assist the Office Manager to provide services for Blachford Lake Lodge, a 35 year old family run business, the premier northern Canadian all season wilderness lodge that hosted Prince William and Kate on their Royal Tour of Canada (See <http://www.blachfordlakelodge.com/>, and also Trip Advisor and Facebook).*

*You will work under the guidance of the Office Manager to provide assistance and advice on research, sales, marketing, promotions, reservations, public relations and responding to inquiries. You will have the chance to fly to the Lodge and help the team there. The first 12 weeks (420 hours) will be paid 12\$ per hour.*

*If interested, please apply to [info@blachfordlakelodge.com](mailto:info@blachfordlakelodge.com) and indicate when you are available. Preference will be given to applicants with extensive travel and work*

*experience, ability to speak more than one language and/or some familiarity of one or more of the European and Asian markets.*

**Assisting Lodge Manager - Resort Management (one position) – Throughout the year /TERM COULD START SOONEST**

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*Blachford is a remote wilderness resort only accessible by float plane in summer and ski plane in winter. There are no roads to the lodge.*

*You will work under the guidance of the Lodge Manager and learn to provide services for an upscale Northern fly-in remote wilderness lodge. You will experience all aspects of lodge operation: public relations, human resource management (volunteer staff and paid full-time staff), interpretive guiding/hosting, equipment and facility management, administration, communication, guest follow-up, emergency situations, etc. This job position covers room, board and flight to/from Yellowknife to Blachford. The first 12 weeks (420 hours) will be paid 12\$ per hour. Upon the successful completion of your trial period, we hope to be able to hire you for a subsequent term or the full-time position.*

*If interested, please apply to [info@blachfordlakelodge.com](mailto:info@blachfordlakelodge.com) and indicate when you are available. Preference will be given to applicants with extensive travel and work experience, ability to speak more than one language and/or some familiarity of one or more of the European and Asian markets.*