

# NIMMO BAY

heli@nimmobay.com  
(800) 837-4354

www.nimmobay.com  
@nimmobayresort

Nimmo Bay Resort, P.O. Box 696  
1978 Broughton Blvd, Port McNeill, BC, Canada V0N 2R0

## Seeking Operations and Logistics Coordinator

Are you an efficient problem-solver and detail-oriented organizer with an interest in Resort Operations? We are currently hiring an Operations & Logistics Coordinator to join our HUB Operations Management team for the 2021 season.

### Overview of the position:

The Logistics Coordinator is a core member of the HUB Operations Management team, and is seen as an efficient and dynamic individual who is able to step in and support when and as needed.

The Logistics Coordinator oversees the logistics of all guest and team member movements, including travel plans and transfer arrangements, and communicates across departments to ensure a smooth operation in every aspect of the Resort operations. This role is consistently interfacing and transferring information between City Office, Port McNeill Logistics, and Lodge-based operations.

The Logistics Coordinator maintains accurate record keeping, reporting and accounting practices using Square & Daylite platforms, assists with check in and check outs, transfers, inventory control, and data entry.



### Successful candidates will demonstrate the following:

- A demonstrated passion for Tourism and Hospitality Operations management in a remote setting.
- Strong communication skills, both written and orally, with the ability to delegate and share detailed information, timely and accurately with multiple stakeholders.

- Strong attention to detail with impeccable data entry skills, record keeping, billing and accounting experience.
- Flexible and adaptable with a willingness to step in to assist wherever needed.
- Experienced working in a professional office environment with a self-awareness for personal integrity and accountability.
- Experienced in coordinating and booking reservations and guest and team transfers (marine, air and land) in a remote lodge setting considered an asset.
- Working knowledge of Daylight, the customer management system, is considered an asset.

Diversity & Inclusion statement:

We value our coastal relationships and we prioritize hiring neighbours from the surrounding indigenous communities where Nimmo Bay operates. If you are a local indigenous community member interested in applying, please feel welcome to connect with us directly and we'd love to hear from you.