

## Job Title: Administrative Assistant

Are you a post-secondary student looking for a summer opportunity in a dynamic office?  
Would you like to join a world-class tourism & culinary destination?

**If your answer is "YES", then The Inn at Bay Fortune might be the right fit for you!**

Nestled along Fortune River in rural Prince Edward Island, The Inn at Bay Fortune is home to an unparalleled five-star, farm-to-table culinary experience known as *the FireWorks Feast* every evening from May to October. Our guests flock to our vibrant Inn from all over the world to discover the unique flowers and vegetables produced by our on-site experiential culinary farm and local PEI flavours prepared over live fire. With over 90 employees to manage each season, our Administrative team works tirelessly to ensure everyone is taken care of and our strong workplace culture is maintained. Our Administrative Assistant will play an integral role in helping the team stay organized and bridging gaps between employees and managers.

## Even more perks to ponder...

- Join a close-knit community of like-minded individuals dedicated to collaboration and hard work.
- An unparalleled learning experience, allowing you to grow or diversify your experience working in an office environment in tourism & hospitality.
- Ongoing training, mentorship, and support.
- Mid-and end-of-season reviews.

## The finer details

- **NOC Code:** 13110
- **Job Location:** Fortune, Prince Edward Island
- **Work Conditions:** Close-knit office, 21-room inn with no elevators, culinary farm, busy kitchen, combination of indoor and outdoor culinary venues.
- **Work Term:** Full-time seasonal (April-November 2025)
- **Schedule:** Approximately 9:00am-4:30pm, Monday-Friday.
- **Starting Salary:** \$20.00 per hour.
- **Health Benefits:** 50% employer paid: Life Insurance, Health Insurance, AD&D, Critical Illness, Extended Health Insurance, Dental & Vision Care, available after your first season of employment.
- **Other Benefits:** Two weeks' vacation pay. Complimentary staff meals every day during your working hours.

## Responsibilities

Reporting to the Chief Operations Officer, you will:

1. Manage the shipping and receiving of the office, including accepting deliveries and mailing out packages.
2. Act as a primary point of contact for the office: answer the office phone and transfer calls accordingly, greet visitors at the door, etc.
3. Help keep the office clean and tidy, including taking out the garbage and restocking the printer with paper.

4. Assist the administrative team with clerical duties such as printing large volumes of documents, filing, and keeping the storage room organized.
5. Assist the Human Resources Officer with developing and maintaining a property door key management system.
6. Assist the Payroll department with Visa reconciliation and other accounts payable/receivable duties.
7. Maintain office supply inventory and order more supplies periodically.
8. Perform runs to the post office and office supply stores as necessary.
9. Maintain a quarterly internal newsletter for The Inn at Bay Fortune employees.
10. Take notes during management meetings.

## Qualifications

### Education

- High school diploma or equivalent.
- Post-secondary education in a business field, such as administration, public relations, marketing, or event management - either completed or in-process.

### Experience

- Experience using productivity software such as Microsoft Office or Google.
- Experience working in the tourism & hospitality industry is an asset.
- On-the-job training will be provided.

### Skills/Success Factors

The ideal Administrative Assistant...

- Is a critical thinker and a problem solver.
- Takes initiative; spearheads projects with a sense of urgency and an open mind.
- Maintains confidentiality and embodies our corporate values.
- Is punctual, self-motivated and organized.
- Possesses good attention to detail and time management skills.
- Exhibits a strong professional and positive attitude.
- Demonstrates a willingness to learn and adapt to the ever-changing needs of the organization.
- Collaborates effectively with team members.

## How to Apply

Please send your resume and cover letter by email to [careers@innatbayfortune.com](mailto:careers@innatbayfortune.com).

Our Recruitment team reviews each application carefully, and we will reach out to you by phone or email if we are interested in your application.

## Diversity, Equity, Inclusion, and Accommodation

The Inn at Bay Fortune is committed to fostering an inclusive workplace where everyone is treated with respect and dignity. We hire the most qualified candidates regardless of race, creed, colour, age, sex, national or ethnic origin, religion, sexual orientation, gender identity or expression, marital status, disability, or other characteristics.

If you require accommodation for any part of this hiring process, please send your **confidential** request to the email above.



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***Thank you for considering this opportunity, we'd love to receive your application!***