

Administrative Assistant

Job Summary

The Administrative Assistant is responsible for the booking and detailing of groups and events across Vista Cruises, Inc brands, inclusive of Zenith Adventure, Zenith Basecamp and Vista Fleet, as well as other administrative tasks as assigned. The Administrative Assistant embodies the organization's core focus of fostering the spirit of adventure, and is able to speak, plan and execute all parts of Vista Cruises, Inc. brands.

This position will oversee goal-oriented initiatives and operations within the organization as designated by General Manager and ownership. This position will have a set weekly schedule as designated by the General Manager primarily focused on office administrative tasks such as answering event and group inquiries, phone calls, emails and detailing of events. This position will have an occasional "manager on duty" schedule as designated by management.

This position will provide great experience in developing leadership and organizational skills, as well as working directly with professionals in the hospitality and tourism field. The person in this position should be outgoing and organized, and ready to take on various tasks that are assigned. This position is currently seasonal beginning immediately and continuing through October.

Core Focus:

- To act as a liaison to all Vista Fleet Inc. brands - be able to speak, plan, and execute all parts of Vista Cruises Inc. brands, inclusive of Zenith Adventure, Zenith Basecamp and Vista Fleet. The Administrative Assistant embodies the organization's core focus fostering the spirit of adventure.

- Oversee the booking of groups, school groups, weddings and private events at Vista Fleet, Zenith Adventure and Zenith Basecamp
 - Full detailing and organizing of booking with patrons - responding to inquiries via phone and email in a timely manner, as well as correspondence of coordination with patron after the event is booked.
 - Connect and communicate with catering partners, as well as other industry partners and professionals for successful execution of groups and events.

- Other administrative tasks as assigned.

Necessary Skills:

- Expected to be outgoing and comfortable with conversing with guests to enhance their experience with our products and services. Must have a passion for actively building relationships and networks.
- To be a strong advocate of the City of Duluth and surrounding area. Required to have knowledge of other event vendors, attractions, restaurants and hotels in the area.
- Willingness to be flexible and open to duties as assigned.

Job Type: Full-time, Seasonal with opportunity for year round position. Earned Sick and Safe Time as designated by hours worked.

Starting Salary: \$17.00/hour

To apply: please send resume and cover letter to Colleen Smith, General Manager - csmith@vistafleet.com.