

## Bike Tour Administrative Assistant



Amaze yourself. Amaze our guests. This is unlike any other job you'll ever have. You'll be challenged. You'll be inspired. And you'll be gratified. You are part of something that makes us all proud—delivering authentic, enriching—and sometimes profoundly life-changing—experiences.

The Bike Tour Administrative Assistant is a year-round administrative position located in Ohio, PA. This job bridges between departments: from Reservations and Guest Services to the administrative duties of bike tour departures. This position reports directly to the Director of the Bike Tour Operations and works closely with the owners and department managers throughout the company. This is a challenging and a fun position with potential to grow as the department grows. The Wilderness Voyageurs culture is active, engaging and supportive with a focus on mentorship and professional development.

### Traits and Expectations

- Personal Initiative & Self-Driven
- Organized
- Goal oriented and driven
- Great communication & writing skills
- Detail oriented
- Enthusiastic about working for WV, while also passionate about active travel and the outdoors
- Excited for future travel opportunities
- Ready to work in a casual and engaging office environment

### Requirements

- Relative job experience with administrative responsibilities
- Proficiency in Windows Operating System, MAC, Microsoft Word and Excel, PowerPoint.

### Time expectations & Compensation

- Full time
- Year Round
- Includes paid time off

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