



Ride Tribe Schools - Sales Host

Whistler Blackcomb's mission is to create the best memories for you... again and again!

Why you'll love working in Sales & Marketing:

- **Interaction** - closely with the lively sales office team
- **Flexibility** – some evening work sharing your experience with large groups coming to Whistler
- **Social** - events with local travel partner companies.
- **Variety** - Multiple work areas and computer programs to increase overall WB experience
- **Location** - Being centrally located in the Whistler Village

Position Status: Full Time (30-40 hours/week) Seasonal, Hourly
Seasonal positions can be differentiated from year round jobs as they have predefined start and end dates. These dates may vary due to seasonal business fluctuations.

Job Summary:

This fast paced area works closely with the Sales Office, Rentals, Food and Beverage and Ski School departments to provide a quality product consisting of ski school/rental/lift packages for our regional elementary and secondary schools.

What you'll be doing:

- Fulfill and balance all Ride Tribe Schools (RTS) orders, on multiple computer systems, including all ski school vouchers, rental vouchers, food vouchers and lift ticket products in a timely and organized manner.
- Provide an accurate source of information for our guest's inquiries.
- Enter faxed RTS orders into Delphi and Ross systems.
- Prepare RTS courier orders and ensure delivery of packages in a timely manner.
- Prepare and process all RTS orders for day of pick-up.
- Ensure rentals receive faxed rental orders.
- Dispense RTS orders, day of, in a timely manner.
- Keep a log of RTS pagers and perform follow-up procedures for missing pagers.
- Organize and print the Race League orders for delivery to Creek guest relations.
- Up to date knowledge on all prices, programs, events and policies of Whistler Blackcomb Mountains.
- Responsible for equipment, cash, tickets and accurate reports.
- Be responsible for accurate daily cash-outs and deposits for Delphi and RTP systems.
- Interact in a professional and consistent manner with guests, ski school, rentals and food and beverage staff, continually building our relationships with them.
- Provide sales and support for the Advanced Sales Centre in the Carleton Lodge.
- Perform other related duties as assigned.
- We are a company that works together and throughout the season you may be required to assist other departments as needed.

- Live and work by our core values: Teamplay, Employee Experience, Striving to be the Best, Customer Loyalty, Honesty and Integrity, Community and Environment, and Playing Safely.
- Always show up on time, in uniform, and adhere to the grooming policy!





Qualifications:

- Computer knowledge – Word, Excel, RTP, and Delphi (an asset)
- Previous cash handling experience required.
- Responsible, mature, honest and friendly. Willing to be flexible with your schedule, early starts, late closings and split shifts.
- Strong organizational and communication skills.
- Must be adaptable to changing situations.
- Accounting experience is an asset.
- Valid BC Drivers' license an asset.
- Second language (specifically Japanese, French and Spanish) an asset.
- Be able to work independently, with little supervision as well as be a team player.
- Strong working knowledge of Whistler Blackcomb Mountains.
- Proof of clear criminal record check.

Reports to: Advanced Sales Supervisor

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For a list of available positions with Whistler Blackcomb call the Job Line at (604) 938-7367 or visit www.whistlerblackcomb.com/jobs.