



Assistant Manager



Spend the summer on the Canal!

Working with the General Manager, the Assistant Manager must manage clients and staff at the Lachine Canal Nautical Centre, located across from the Atwater Market on the banks of the Lachine Canal.

Duties include:

- Aid in hiring and training of new staff
- Aid in scheduling of staff
- Opening and closing of facilities daily
- Taking reservations, registrations and payments.
- Balancing the register at end of night.
- Assigning appropriate boats to clients.
- Managing inventory of concessions and coordinating orders.
- Maintaining a clean and professional appearance of the entire location both outdoors and indoors at all times. (Deck is clean, signs are up, boats are on display and clean, etc...)
- Show a positive attitude at all times with staff and clients, being a leader at making a positive impact and showing initiative to make things better.
- Ensure all staff duties are properly fulfilled.
- Ability to work in a fast paced environment as well as ability to multi-task, manage conflict and stay pleasant is essential.

To apply for this position, please submit your résumé via email to:

Dylan Trevis

General Manager

dylan@h2oadventures.com

(Please include all certifications, languages spoken and availability)



Qualifications:

LANGUAGE SKILLS

All employees of H2O Adventures must be bilingual in spoken French and English.

SKILLS REQUIRED

Must have competent computer skills and familiarity with the following software: Internet Browser, Outlook, Word, Excel, Google Sheets.

Must be extremely organized, polite and cool under pressure.

AVAILABILITY

The Nautical Centre is open seven days a week, including holidays, from 9am to 9pm. Availability weekends and evenings is a must. Between 35-40+hrs a week available.

SALARY

\$20/h + depending on experience