



# Office Assistant

*Join our office crew and play a key role in welcoming new and returning campers to Kibby Creek this summer!*

-  **Location:** Ludington, Michigan
-  **Season:** May through September (flexibility possible)
-  **Schedule:** Flexible or consistent shifts available
-  **Type:** Full or Part-Time Options (Seasonal with opportunities for more)

## ABOUT US

Kibby Creek is a family-owned and operated camping resort in the beautiful countryside between Ludington and Pentwater, just a mile west of Lake Michigan. It is our great privilege to welcome camping families from near and far to enjoy time together in nature and explore this beautiful area. We have a wide range of departments that contribute to our guest's overall experience, and we strongly believe that every detail matters. If you enjoy working with people and have a passion for doing things well, we'd love to meet you!

## WHAT YOU'LL DO

- Be on the front lines of customer service for all current and prospective guests, welcoming them, answering their questions, and assisting them
- Utilize our online reservation software to check guests in and make future reservations in person or on the phone
- Relay information to the appropriate departments if something needs attention
- Use the POS system as guests make purchases, etc.
- Answer emails and return voicemails
- Do other administrative tasks during slower times

## WHAT WE'RE LOOKING FOR

You don't need a résumé full of experience — we hire for attitude and train for skill. That said, the ideal candidate:

- Must be at least 16 years of age
- Must have a reliable mode of transportation
- Must be reliable and professional
- Enjoy working with people and have a friendly, patient demeanor
- Ability to learn reservation software

### WHY YOU'LL LOVE IT HERE

- Be a part of a family-oriented team that genuinely cares about staff and guests
- Be a part of making family vacations special and work at a place that people genuinely love to be
- Flexible and consistent scheduling opportunities
- Opportunities to learn new things and potential for growth
- Office position with a huge emphasis on interacting with usually friendly people, setting includes big windows that allow you to feel a part of the outdoors. No stuffy office here!

### HOW TO APPLY

✉ Please fill out our online application:

<https://forms.gle/1jR6TXMVY34c9Am69>

*Applications accepted until positions are filled.*

We can't wait to hear from you. 