



Hut Administrator – Mt Olympus Ski Field

Work in the Playground of the Gods!

Mt Olympus ski area is set in a high, south-facing basin at the southern end of the Craigieburn Range in the Canterbury High Country. Famous for a superb balance of terrain, a sheltered aspect and the ability to capture dry powder delivered by southerly storms out of Antarctica, Mt Olympus is a mecca for New Zealand's big mountain, back country and freeski enthusiasts. Club field skiing is one of the most unique ski cultures in the world, operating as more of a community or an extended family rather than just a bunch of skiers. Members work for the betterment of the club, ski and socialise together, united in their enjoyment of this unique slice of New Zealand alpine culture.

The Hut Administrator role is responsible for sales in the ticket office, guest check ins and reservation management, cash handling, daily till reconciliations, and helping with the operation of the on-field canteen. Applicants need to be capable of operating the Club's accommodation booking system and POS software, and oversee bookings reservations for ski weeks and weekend guests. Other duties include dealing with information requests from members, non-members, overnight guests and the public.

This role requires excellent computer skills (Excel, Word, POS, Checkfront or knowledge of a PMS system will be an advantage), administrative & customer service skills. Attention to detail a must. A current or recently lapsed Duty Manager's Certificate would be an advantage.

The Top Hut at Mt Olympus is a ski-in, ski-out alpine lodge, set right in the middle of basin at the top of the Access Tow. The Top Hut offers bunk room style accommodation for up to 65 guests, along with an in-house chef, bar, hot showers, drying facilities and the infamous outdoor hot tub. Staff accommodation is self-contained within the lodge which means living and working at altitude. The ideal candidate will be a capable skier (or boarder) have alpine driving and living skills, with a solid knowledge of how ski areas operate. Applicants must be practical, hard-working and have a great sense of humour.

Applicants must have the legal right to live and work in New Zealand.