

**Sales & Operations Manager**

*The Sales & Operations Manager (SOM) will oversee Chalet Day-to-Day Operations at Mount Ski Gull (MSG). The HOM is directly responsible to the General Manager.*

<b>Pay Structure/Category:</b>	Full Time
<b>Compensation:</b>	B.O.E. (Up to \$30K)
<b>Skills Needed:</b>	Leadership and Problem Solving Skills Staff Management POS, Accounting and Online computer Skills needed
<b>Primary Duties:</b>	Oversee the management and administration of operations to produce an exceptional guest and employee experience. Responsible to oversee and participate in the hiring and training for all employees to ensure a professional team is developed. Evaluate performance of all staff members regularly, including disciplinary action as needed. Complete proper paperwork and reporting as required by operations, human resources and legal regulations are done in a timely and accurate manner. Season Tickets Development, Sales and Management. Overseeing Budget, Ordering and Organizing for four areas: Ticketing, Merchandise, Snack Bar and Rental Equipment. Office management - phones, emails and organization Execution of POS System and online eCommerce system Social Media Execution Telephone and Email communications Maintain food & Bev licenses and Liquor License
<b>OTHER DUTIES AND RESPONSIBILITIES:</b>	Work with FBM & SOM for chalet set-up for special events, races, birthday parties, etc. Cleanliness and Appearance of Chalet Performance review by GM annually.