



ROCKY MOUNTAINEER

# TRAIN SUPPORT ADMINISTRATOR

This onboard position will suit hard-working, quick-thinking, organized individuals who have excellent time management skills, are independently motivated, and thrive in a team atmosphere. Experience in a role within the tourism and hospitality industry is preferred.

## WHAT YOU CAN EXPECT

- Working away from home an average of 12–16 non-consecutive days per month (most trips are 4 days long). Your schedule will be released ahead of time.
- Working onboard the train from Vancouver to Jasper or Canmore. Our trains travel both east and westbound with an overnight stop in Kamloops.
- Working with Train Management, Onboard Hosts and the logistics team to support operational and administrative needs onboard.
- Being responsible for the set-up and maintenance of the supply/crew cars and inventory control of both merchandise and consumables onboard the train.
- Working with our Onboard Team to oversee proper delivery of our point-of-sale system. This includes sales input, troubleshooting and tracking merchandise returns, exchanges and second-day sales.



ALL ABOARD AMAZING



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## THIS POSITION REQUIRES:

- A clear understanding of guest service excellence and expectations.
- Strong organization and time management skills.
- Fluency in English (oral and written skills). French, Mandarin, and German considered an asset.
- A team player with a positive, “can do” attitude.
- Point-of-sale system experience.
- Proficient MS Office skills, including Excel, Outlook, and Word.
- Excellent communication and interpersonal skills.
- Ability to bend and lift up to 60 pounds.
- Exceptional physical endurance and emotional stamina with the ability to work long days.

Successful candidates must be able to commit to working the whole season (April to mid-October) without any outside constraints to work, including school commitments.

## WHILE YOU'RE AT WORK:

- 12+ hour days.
- Accommodation in a local hotel at each overnight destination will be provided.
- Meal per diems are provided while travelling.
- A uniform will be provided.

### OUR ROUTES:



- ◆ Destinations where guests begin, end or extend their journey
- ◇ Destinations where guests only overnight during their rail journey

- Train routes**
- Rainforest to Gold Rush
  - Journey Through the Clouds
  - First Passage to the West

Apply now at: [rockymountaineer.com/seasonal-roles](http://rockymountaineer.com/seasonal-roles)