



Position Title: Administrator

Reports to: Cokato Lake RV Resort (CLRVR) - Board of Directors

Posted Date: 03/15/2024

Position Summary:

The Administrator is a seasonal, full time position from April 1 through October 31. We are seeking a highly organized and detail-oriented Administrator to join our campground resort team. The ideal candidate will provide essential support to the administrative functions of the resort, ensuring smooth day-to-day operations. This role involves managing various tasks, interacting with guests, and collaborating with different departments of the Resort.

Essential Job Duties:

1. Inventory Control

- a. Implement and maintain inventory.

2. Purchasing

- a. Source and procure supplies and inventory.
- b. Negotiate vendor pricing, request quantity breaks.
- c. Manage PO process.

3. Store Operation

- a. Schedule store employees.
- b. Oversee daily operations.

4. Manage Reservations

- a. Handle and manage campground reservations.

5. General Bookkeeping

- a. Maintain store financial records.

Qualifications:

- Previous experience in accounting, bookkeeping, or a related field preferred.
- Excellent communication and interpersonal skills.
- Ability to work independently and prioritize tasks effectively.
- Strong problem-solving and conflict resolution abilities.
- Willingness to work flexible hours and be on-call as needed.
- Knowledge of RV resort operations is a plus.

Application Process:

Interested candidates should submit a resume and cover letter detailing relevant experience to the CLRVR Board of Directors. Please include "Administrator" in the subject line.

Email to board@cokatolake.com

Note:

This job description is not exhaustive and may be subject to change. The Administrator may be required to perform additional duties as assigned by the CLRVR Board of Directors.