

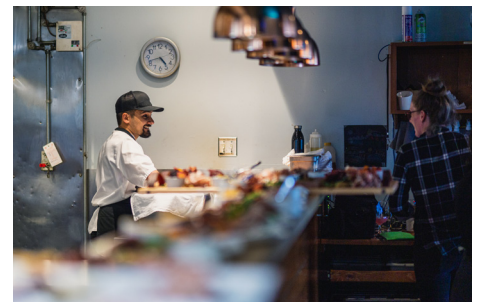


ADMINISTRATIVE ASSISTANT



Juniper Bistro is a local favourite serving creative, locally inspired cuisine. Guests and staff love the relaxed atmosphere, natural surroundings and mountain views. It's an uplifting place to come to work!

The Admin Assistant works behind the scenes at the Bistro to keep everything running smoothly. Supporting our team with ordering, reporting and paperwork, you'll pull together all the details that make a difference! Our ideal candidate is skilled in admin and simple bookkeeping. Restaurant experience is helpful, but we will offer full training. If you would like to gain experience in a lively, growing business, we would love to hear from you.



KEY SKILLS & EXPERIENCE:

- Teamwork & Positive Attitude
- Attention to Detail
- Administrative Experience
- Communication Skills
- Data Entry & Reporting

WE OFFER:

- Competitive Wages & Benefits
- Hotel, Restaurant and Bakery Discounts
- Affordable Onsite Staff Accommodation
- Active Living Allowance
- Team Events and Activities

Interested? Get in touch!

Learn more about us at thejuniper.com
Send your resume to hr@arctosbanff.ca