

## Scheduler & Staff Supervisor Skill Requirements

1. Great attitude towards living and working outdoors
2. Experience scheduling and supervising staff
3. Flexibility to adapt to fluctuations in bookings and ability to problem solve
4. Strong organizational skills, good with numbers, capable of multi-tasking
5. Good office skills, computer knowledge and software experience
6. Excellent verbal and written communications skills
7. Can work independently as well as a strong team player
8. Has a positive attitude, is courteous and professional
9. Knowledge, education, or awareness of the adventure tourism & yoga industries an asset
10. Experience relatable to resort and retreat operators an asset

## Scheduler & Staff Supervisor Major Responsibilities

1. Obtain a full knowledge of REO Packages, facilities, amenities and policies
2. Supervise 25+ staff work schedules
3. Assign daily jobs for all staff in When I Work app
4. Monitor hours per employee, make sure you do not exceed allotted weekly and monthly hours
5. Keep track of each employees clock-in & clock-out for payroll purposes and report to payroll manager
6. Keep track of days off and holiday requests
7. Monitor employees on a day-to-day basis checking that their tasks are completed in a timely manner.
8. Supervise and train reservations and guest services staff
9. Communicate with managers and supervisors regards staffing requirements.
10. Maintain general resort cleanliness and grounds maintenance