



Blachford Lake Lodge
& Wilderness Resort

PRODUCT SPECIALIST & ADMINISTRATIVE ASSISTANT

As a Product Specialist and Administrative Assistant, it is your job to take bookings and reservations in both Mandarin and English, as well as complete day-to-day office operations for Blachford Lake Lodge.

You will work closely, in partnership with the Office, Sales & Marketing Manager, and Product Specialist & Expeditor to ensure that all daily tasks, guest services and sales operations are completed to a high standard.

Please send your cover letter, resumé, and references to: **katherine@blachfordlakelodge.com**