



Tall Oaks is looking for an Administration and Reservations Director. The ideal candidate will be an organized individual with excellent communication skills and the ability to thrive in a fast-paced environment.

The Administration and Reservations Director will work closely with the Director of Hospitality and Executive Director to create a cohesive and efficient work environment. They will oversee the day-to-day operations of support staff, assist in scheduling, and record keeping, and facilitate all facets of new and existing user groups utilizing Tall Oaks Camp and Conference Center.

Job Status: Full Time- Salaried

Job Duties

- Create and maintain administrative procedures and allocate responsibilities
- Record keeping of all staff and site documentation & certifications
- Scheduling
- Develop and implement policies for employees
- Monitoring costs and expenses to assist in budgeting
- Receiving new user group requests
- Site tours when requested
- Building BEOs and User Agreements
- Invoicing
- Other tasks as needed

Qualifications

- HS Diploma or equivalent
- Minimum one year in administrative, customer service, or event management role
- Strong attention to detail
- Multi-tasking and Time Management skills are a must
- Excellent verbal, written communication, and interpersonal skills

Benefits

- Paid time off
- On-site meals when groups are present
- Mileage reimbursement
- All necessary certifications/continuing education programs paid for by Tall Oaks