



Opportunity Available

- Office Assistant / Assistant to Director

Overview

We are looking for a loyal, highly motivated team player that is creative and energetic, and has a penchant for a busy, challenge driven environment, as well as a personal drive to excel and accomplish. Based in Eagle-Vail, our team is a group of fun spirited, passionate people dedicated to being the best. This position supports the Director and staff as directed by the Director.

Job Requirements and Qualifications

- **Education**
 - o Degree helpful, not required.
- **Experience**
 - o Prior experience with a small guide service or small business helpful, not required
 - o Excellent written and communication skills required
- **Other Skills**
 - o Experienced in Microsoft Office required
 - o Knowledge of Adobe Suite (Photoshop and Illustrator) a plus, not required
 - o Proven Leadership/Management Skills a plus, not required
 - o Marketing skills a plus, not required
- **Desired Characteristics**
 - o Dedicated and loyal to term and position, strong work ethic, creative, energetic, team player, humble, passion and drive to excel.
 - o Highly motivated self-starter
 - o Timeliness and reliability
 - o Interest in off days outdoor pursuits without the desire to be a field guide is a plus

Job Duties/Responsibilities

May include, but not limited to:

- Daily Administration
- Operational and program tasks
- Marketing and advertising tasks
- Public relations tasks
- Other duties, as assigned by the Director

Working Conditions/Environment

- Office position
- Hourly position, 20-30 hours per work week, to be determined
- Seasonal initially, potential for full time year round based on future decision of director

Compensation

- Title and competitive pay dependent on qualifications, performance and term of commitment
- Pay range from \$18.50/hour and up depending on qualifications
- Opportunity to grow in responsibility and compensation based on performance
- Potential for field training during slower times at the sole discretion of the director
- Access to professional purchase options at the sole discretion of the director

Company overview:

Apex is a full-service mountaineering company, based in Vail, Colorado. We provide both group and private guided activities in the following disciplines: rock climbing, ice climbing, alpine climbing, rappelling, multi-pitch climbing, snowshoeing, backcountry ski touring and ski & snowboard descents, and backcountry hut tours by ski/board/snowshoe/hiking. Mountaineering, climbing and skiing expeditions are offered internationally. As a school, we provide open enrollment and private classes in avalanche education, backcountry skiing, rock and ice climbing, survival skills and navigation by map & compass and GPS. Additionally, we offer team-building and organizational development events and curriculum for large corporate groups, as well as group events for weddings, family reunions, bachelor/bachelorette parties and other groups. We contract for rigging, professional video and still shoot sessions, site scouting and speaking engagements. We also provide special operations military unit mountaineering training.

How to apply:

Applicants should visit the employment section of the Apex website (see link below), select "Office Assistant" and apply. Following this, send a cover letter explaining why you wish to work for Apex, as well as a resume including work experience, education and training to admin@apexmountainschool.com. Follow up within 48 hours with a phone call to the director, Scott Smith at the number listed below.

Link: <http://apexmountainschool.com/employment> **Phone #:** 970-949-9111