



## SPRING CREEKS RANCH

### Assistant Manager Job Description:

The Assistant Manager will be highly involved in the overall operations at Spring Creeks Ranch. This candidate will be engaged in a diverse business model that serves as a hospitality ranch, accommodating a wide range of events such as: weddings, corporate retreats, memorials, private parties, concerts, and community events. This position will also be involved with the fly fishing, agriculture, and equestrian center components of the ranch. If you have a passion for hospitality, community and the ranch lifestyle, this could be the career you have been searching for!

The ideal candidate will be confident in his/her abilities to learn functions quickly, as this position comes with an exciting but challenging outline. The Assistant Manager will work closely with the General Manager and the Board of Directors to ensure that business strategies and practices are in line with the company's core values and revenue objectives. If you enjoy diversity in your work environment, this position will be a great fit for you as it involves working in the field as well as handling administrative work in the office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: These duties are necessary to meet the minimum requirements of the position. Day-to-day duties and responsibilities will vary and additional responsibilities may be required to perform certain ranch or venue objectives.

- Must be punctual, reliable and professional. On-site work attendance is required.
- Engage in the sales process and assist clients that inquire about any of the services the ranch provides.
- Ability to analyze market trends and assist with implementing strategies to gain business for the ranch.
- Assist in the design/generation of advertisement campaigns, marketing, and promotional material.
- Attend networking events, seminars, and expos to keep up on industries and further promote the ranch & venue through networking and/or advertising.
- Assist with and/or lead operations of events on the ranch whether in-house productions, community offerings, and/or private events.
- Ability to adapt to changing project precedence and use independent judgment to ensure objectives are completed efficiently.
- Frequently engage in project management, work with and lead team members to ensure deadlines are met and quality standards are achieved.
- Able and willing to assist with grounds maintenance, agricultural needs and manual labor as needed.
- Be an ambassador for the ranch in promoting all aspects of the property and service offerings during guest interactions.
- Must be able and willing to work weekends and holidays as needed. When working

events, candidate will be required to assist clients and monitor the event to ensure Client satisfaction and that venue policies are being enforced.

### Qualifications:

- Must be 21 years of age or older.
- Must have a valid driver's license with a clean driving record.
- Able and willing to drive a truck and trailer safely and effectively.
- Must have a high school diploma (or equivalent).
  - Must have at least 2 years of experience in a relatable field.
- Must be able to stand, kneel, sit and/or be active for long periods of time.
- Must be able to occasionally lift and carry up to 40lbs.
- Must have proficient computer skills including use of email, word processing, graphics and multimedia, spreadsheets, databases, MS Office, and Google Calendar.
- Must possess strong creative, analytic, and organization skills.
- Outstanding verbal and written communication skills are required.
- Aptitude for problem-solving, providing customer service, and genuine hospitality.

### Preferred Qualifications:

- Experience and/or education in Sales, Hospitality, Property Management, Agriculture, Ranch, Construction, Landscape industries.
- General knowledge and trade skills in electrical, plumbing, carpentry, landscaping, mechanical, welding, and/or equipment operation.
- Experience operating construction/agricultural equipment.
- Horse or livestock handling experience.
- Fly fishing or industry knowledge.
- Experience working in event services and hospitality.
- Working knowledge of proper safety procedures and work habits.

### Compensation

Full Time Position: \$50,000 - \$60,000 Salary DOE

+ Bonus incentives, health insurance stipend, paid vacation time.

+ Paid Bi-Weekly on the 1st & 15th

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.