



Position Title

Operations Support

Location

All work will be done at all locations in Anchorage, AK.

About the Company

49th State Vacation Rentals Lodging and Tours LLC is an Alaskan-Owned company that provides comfortable accommodations for people coming to Anchorage for vacation, medical visits, relocations and other stays. We manage Bed and Breakfasts, vacation rental units and corporate lodging units. We take care of reservations management, customer service, cleanings, basic maintenance, groundskeeping, etc.

Key Responsibilities

- Helping maintain property standards including but not limited to: cleaning rooms after guests leave, cleaning common areas, minor groundskeeping, minor repairs and maintenance to the property (when needed).
- Showing units to potential clients
- Customer Service.
- Check in and check out assistance.
- Administrative opportunities available

Qualifications

Required Qualifications:

- Attention to detail
- Strong organizational skills
- Desire to learn and grow
- Ability to learn and receive feedback from customer reviews
- Competency in Google Drive, Sheets, Word, G-Mail

Optional Qualifications:

- Foreign Language skills is a plus
- Previous customer service preferred
- Reliable transportation preferred

Compensation and Benefits

Hourly Wage: \$20/hour + bonuses

Hours per week: Dependent on applicant availability

Perks & Benefits:

- On site housing not required, but available, for select positions.
- Costa Rica Vacation Rental benefit
- Goal oriented bonus of up to \$6/cleaning

Application Process

Call Jeff at 907.242.6708 to provide Resume

Also find us on [Handshake!](#)

Selected applicant is **required** to be eligible to work in the US and complete all new hire paperwork.