



Position Title

Operations Support

Location

Mostly at Arctic Fox Vacation Rentals, although some work will also be done at other properties.

About the Company

49th State Vacation Rentals Lodging and Tours LLC is an Alaskan-Owned company that has strived to provide comfortable accommodations for people coming to Anchorage for vacation, medical visits, relocations and other stays. We currently manage 6 properties, some of which are 6 bedroom houses and others being 1 bedroom units in a multi-unit complex, as well as a Bed and Breakfast. We take care of reservations management, cleanings, basic maintenance, among other general property management duties.

Key Responsibilities

- Helping maintain property standards including but not limited to: cleaning rooms after guests leave, cleaning common areas, minor grounds keeping, minor repairs to the property (when needed).
- Showing units to potential monthly tenants
- Customer Service.
- Check in and check out assistance.
- Assisting with reservations, paperwork, phone calls.

Qualifications

Required Qualifications:

- Willingness to clean
- Attention to detail
- Ability to learn and receive feedback from customer reviews
- Competency in Google Drive, Sheets, Word, G-Mail

Optional Qualifications:

- Previous customer service preferred
- Classes or background in tourism / hospitality / rentals preferred
- Competency in AirBnB hosting, Expedia Partner Central, Quickbooks, GoDaddy Website Manager

Compensation and Benefits

Hourly Wage: \$18/hour + bonuses

Hours per week: Dependent on applicant availability

- Housing contract or housing allowance
- End of season bonus (dependant on amount and quality of cleanings done)

Application Process

Call Jeff at 907.242.6708 to provide Resume

You can also submit your resume through our website at

49thstatelodging.com/opportunities

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