



New open positions!

OFFICE EMPLOYEE/TRAINEE

KITCHEN RESPONSIBLE

MINIBUS DRIVER

Application DEADLINE August 31st

Be part of this small, exciting and innovative business.

What we expect from you:

Enthusiasm, participation, will to improve this organization, commitment for the company and flexibility when possible. We are a small company and sometimes we need to adjust the working load and tasks among employees to cover all needs, and are therefore looking for someone who is interested in diverse tasks.

What we can offer:

A creative working environment, diverse tasks, responsibility, involvement, possibility of independent work. We are always open for feedback and appreciate our employees' input for the success of the company.

We are value based, environmentally friendly, and respectful towards our employees.

We work actively to improve our organization to minimize stress, provide clear working tasks and work efficiently.

Location: we are located on the island of Tromsø

Wage: the basic hourly fee of 200 NOK. Evenings weekends and holidays have specific additional fees

We care about our customers, but most of all, we care about our employees!

Please send a full **application** in English to jobs@wanderingowl.com specifying if applying for an employee or trainee position and which position. Please include:

- your **motivation letter**
- your **CV**

Please describe in your **motivation letter** your skills, your strengths and weaknesses, what you like most and least of the job and pretty much why you think we should hire you.

We would also like to know what you think of the company and why you would like to work for us. We are open to hear your ideas on what is important for you or what else you think you could offer to this company that is not already mentioned in this job announcement.

NB. Application only including a CV will not be evaluated.

OFFICE EMPLOYEE

October 1st – March 31st

This position includes routine work in the overall coordination of bookings, guides and tours to assure that the daily operations of the company run smoothly. Part of the job will additionally be responsibilities in sales and product listings, partner relationships, marketing campaigns and all that is related to the image of the company for potential customers.

Main tasks

- Managing bookings and booking system
- Customer service (replying to emails and phone calls)
- Coordinating the guides: scheduling the guides shifts, communication among guides and between customers and guides
- Daily operations: logistics of the tours, evaluation of the weather forecasts, handling of cancellations
- Handling marketing campaigns, sales and partner relationships (with accommodation and other activity providers)

Secondary tasks

- Occasional and simple tasks in food preparation (for example making sandwiches and preparing tea, warming up soup)
- Social media & blog management
- Creation of graphic marketing material

Required skills

- Good organizational and communication skills, structured and solution oriented thinking
- Ability to work in a team and in a hectic work environment
- Language proficiency in English required, both oral and written
- Good English writing skills
- Flexibility in working tasks, proficient in the use of a computer and the web

Additional desired skills

- Languages other than English are considered as an advantage, in particular German
- Graphic designs skills for the design of marketing material
- Photo and video editing skills

We are always in search for innovative ideas and we appreciate creativity and enthusiasm in bringing the company a step forward.

Specialization areas

We will choose candidates that have documented skills and experience in different areas. We aim at building a team that covers all these skills, the individual applicants are not required to have experience in all specialization areas. Let us know if you have any experience in **Marketing, Market analysis and statistics, Web design (html, WordPress, ect), Graphic design, Social media / blogging, Photo/video editing**



A **full-time employee position** includes 37.5 hours a week, 5 days a week. The office opening hours are from 8am to 6:30pm all days including weekends. Each office shift will be of about 8 h (including 30 min unpaid lunch break within these hours). Some shifts will fall on Saturdays and Sundays about every second week. Christmas is one of the busiest times of the year for our business, hence vacations in this period cannot be granted. **Part-time positions** will be taken into consideration, but full-time will be prioritized.

OFFICE TRAINEE

min 2 months

A trainee position is an unpaid position. For this reason, the applicant is welcome to choose the workload and time of employment. The work will be in some or all of the working tasks listed for the office employee position. The trainee will work under supervision of a manager or an employee and she/he will not have the same responsibilities as the office employees. Please, specify your needs in your application and we will evaluate it.

Interest in developing skills in one or several of the specialization areas above can be particularly relevant for a trainee position.

KITCHEN RESPONSIBLE

October 1st – March 31st

Wandering Owl runs a professional kitchen where we prepare food for our clients on a daily basis and occasionally run some catering jobs. The latter can be developed further in collaboration with the applicant, for a possibility to extend the position after the end of the winter season.

For this position, we are looking for a professional or semi-professional in the food production business. We require documented previous experience working in a kitchen and knowledge of the rules and regulations regarding hygiene and safe handling and preparation of food.

The menu is relatively defined, however, creativity in the improvement of the present recipes and creation of new ones is definitely desired.

More than one employee is working in the kitchen during the week to cover 7 days of activity per week, however, often there is only one employee per day in the kitchen.

A **full-time position** includes 37.5 hours a week, 5 days a week out of any day including weekends. Each shift will be of about 8 h (including 30 min unpaid lunch break) from 9AM to 5PM. Some shifts will fall on weekends about every second to third week. Christmas is one of the busiest times of the year for our business, hence vacations in this period cannot be granted. **Part-time positions** will be taken into consideration, but full-time will be prioritized.

Main responsibilities:

- food preparation before morning and evening tours (assembling sandwiches, heating soups, preparing hot beverages, etc.)



- food preparation from raw ingredients and storage in large quantities (soups, bisquits, etc.)
- control on the status of the kitchen (food preparation routines, cleaning routines, food safety checks, etc)
- checks of the storage status of the food ingredients & shopping
- scheduling of the different activities for the kitchen for the week (including assigning tasks for other kitchen employees)

Additional tasks:

- creating or adapting kitchen routines and regular checks if necessary
- keeping allergens lists up to date
- if desired, promoting the catering business with external clients

Required skills

- previous working experience in a professional kitchen
- ability to work fast and under time constraints
- knowledge of hygiene and food safety regulations in Norway (same as EU)
- good organizational skills

Additional desired skills

- creativity in the improvement of present recipes and creation of new ones
- knowledge of basic computer programs for managing & updating all paperwork related to routines and regulation (some hours of office work a week can be considered)

MINIBUS DRIVER

November - March

This position is for professional drivers and is restricted to the high season November 2018 – March 2019. The job implies driving a minibus (Mercedes Sprinter, 16 passengers, minimum requirement licence class D1) during Wandering Owl tours. The tours will occur mostly during night time (northern lights tours, evening shifts 5PM – 2AM) and occasionally during day time (sightseeing tours, day shifts 9AM – 3PM).

The northern light tours usually consist in an initial drive to one or more variable locations (1-4h driving) followed by a time spent outdoor with the clients waiting for northern lights sightings, having a meal around a bonfire and taking photos. The tour finishes with a drive back to the initial location (drop off of clients in Tromsø city centre & our headquarters).

The driver needs to be experienced in driving a comparable vehicle on icy and snowy conditions.

The main responsibilities related to this position will be:

- Driving the company's 16 seats minibus during Northern Light tours (at night) or day tours accompanied by a guide

- Helping the guide in the practical tasks under the tour (lighting a bonfire, helping the clients on the terrain, serving a meal outdoor, loading/unloading material, assisting for outdoor photography, etc.)

Most of the tours will be northern lights sightings, away from Tromsø city lights. The destination of the tour is often in the countryside of Tromsø, but is weather dependent and so is the amount of driving time per shift. The person hired is expected to work with different additional tasks during the shift, when not driving, such as supporting the guide in the handling of clients and equipment. Expect to be outdoors in Arctic winter conditions for several hours during the shifts.

For these reasons, this position requires specific permits, but also a set of additional skills.

Mandatory requirements & skills:

- **D1 driver licence or higher and additional qualification for transporting people**
- A good level of spoken English & good communication skills
- Good physical condition, ability to be outdoors in Arctic winter conditions (temperatures below 0 C, possible snow, wind and other harsh weather)
- Flexibility in working tasks and practical abilities (e.g. light a bonfire)

Additional desired skills:

- Experience in guiding and photography will be highly valued
- Proficiency in the use of a computer and the web
- Proficiency in other languages

Please send a full **application** to jobs@wanderingowl.com including:

- your **CV**
- a **motivational letter**
- a digital copy of your **driver's license and additional required permits**

If you are applying as a guide and minibus driver at the same time, your application will be prioritized.



We always welcome open applications for tour guide positions throughout the season. The applications will be archived and you will be contacted if any position opens.



TOUR GUIDE

Open applications

No deadline, you can send your application anytime, we will reply in case of interest.

We look for guides who have a motivational drive to work with people. Our tours are outdoor experiences, but accessible to most. The challenges of the guides are in keeping the group motivated and safe both outside in Arctic weather conditions and on the icy roads. Most of the work requires social skills far more than extreme outdoor experience.

Advanced photography skills are an asset.

If you have special interest & knowledge in nature, photography, history or any other specific field, mention it clearly in your motivation letter.

Main tasks

- Guiding northern light tours in winter (driving, entertaining the guests, taking pictures of the guests and northern lights, lighting a bonfire, serving a meal)
- Guiding snowshoeing (winter) or hiking (summer) tours at day and night
- Guiding fjord tours at daytime and preparing the food for the tour (sandwiches and hot beverages)

Requirements

- Knowledge of the Tromsø area and guiding experience
- Drivers licence and experience in driving in winter conditions
- Good communication/language skills
- Day and night photography skills

Desired additional skills



- Enthusiasm and knowledge especially about the northern lights and weather interpretation (can be acquired)
- Good physical condition and experience in winter sports (snowshoeing not specifically required)
- Practical skills, solution oriented thinking
- Trained in safety and first aid

Please send a full **application** to jobs@wanderingowl.com including:

- your **CV**, specify which software you are familiar with in photo and film editing and your level of experience, if relevant. Specify your language proficiency both spoken and written.
- a **motivational letter**
- your **photography portfolio**. Please use some online sharing platform, such as Dropbox or similar, rather than email attachments. Show us both day and night photography if relevant, portraits are very welcome too. You will be photographing people a lot, so your ability to take good photos of people is as important as landscapes. You may think night photography is challenging... but beware, day photography can be even more. The weather here can change fast and sometimes the light can be challenging.

If you are applying as a guide and minibus driver at the same time, your application will be prioritized.

