



*we are*

# HIRING

*Manager*

WORK ABOVE THE ARCTIC CIRCLE

TOURISM PROFESSIONAL | MANAGEMENT EXPERIENCE | SECOND IN COMMAND

## *Is this you?*

- Passionate industry professional
- Loves working with people
- Someone who loves the variety in their day
- Comfortable with flexible & changing tasks
- Enjoys unique challenges
- Is solution orientated & fast thinking under pressure
- Able to switch off & balance your life & work

## *Is this what you're looking for?*

- Working closely with the CEO & having management level responsibility
- Managing of the day-to-day of the company, following the vision & strategy
- Pursue & track our business targets
- Working alongside other experienced tourism professionals
- Working with others that are passionate about local ecology & are working towards a regenerative approach to tourism
- Motivated by providing quality activities to our guests & participants
- A Nest where you will always feel welcome & know you are appreciated
- Where your skills are considered a craft
- Ongoing development & improvement of skills



# *are we a match?*

## What Wandering Owl is looking for

Wandering Owl is looking for a Second in Command (2IC) to assist the CEO with the daily needs of the growing company. The 2IC position is that of a manager, one that assists the CEO & can take some of the CEO responsibility when needed, such as during vacation time, days off or as workloads increase. Wandering Owl is looking for someone with skills that compliment the current CEO skill set, as outlined below.

Importantly, the person must be calm & clear headed under pressure. The busy winter season is challenging. With many guests each day that have very high expectations of our services. Our team is our greatest asset, so management must be working to ensure that our team is thriving. There is a lot of pressure on management during the winter, so if you are someone comfortable with pressure, you might be who we are looking for!

## The requirements

- Have either education or substantial experience in tourism or management. Education could be in tourism, travel, communications, marketing, human resources, management or performing arts.
- Proficient in English - all our activities are in English
- Have great communication & social skills - both professional & friendly!
- Have great management & organisational skills
- Able to use the Microsoft suite (Excel, Word, Onedrive, Teams, Outlook..)
- Experience using booking software
- Experience with following privacy regulations such as GDPR
- Be a respectful & mindful person & see each other as equally important spokes on a moving wheel.
- Willingness to learn "Owl ways"
- Eager to work in nature based transformational tourism
- **Up to date** first aid, primary & secondary care, CPR certificates

## Other skills we are interested in

- Norwegian or Swedish
- Education & experience in marketing
- Education or experience in book keeping, finance or accounting
- Experience or education in tour guiding or instructing
- Be able to drive in Norway

# *about the position*

## **Important information about the position**

- All positions require full availability during Christmas & between February and March.
- The position may be required to do other tasks as required, such answer phone calls, reply to booking enquires, process bookings, office, car or equipment cleaning, cooking, & more.
- This is a management position.
- Position start date is October 1st and training will be conducted the first week of October.
- Aurora Hunts are our most popular activity & are our "bread & butter". This means most of the employees' shifts will be preparing for or packing down from an Aurora Hunt. Most enquiries will be about Aurora Hunts. We ask you to join an Aurora Hunt in early October to see what it is that we are selling.
- Our high season is over Christmas & our summer season is getting busier every year. Time off during these periods is generally not possible.
- Summer vacation is taken during April & May, as our operations are closed.
- The after hours emergency phone (for our guides & drivers) will be shared between this role & the CEO. This requires the person with the phone to be in a state where they are able to answer the phone, make clear decisions, communicate coherently & provide support.
- Wandering Owl will not be sponsoring any applicant for this position. **Please do not apply if you are not already able to work in Norway** i.e. are a citizen of a EEA/EU nation.
- The position open is a permanent position, not a seasonal position.

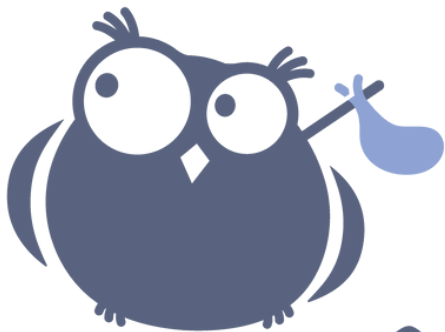
## **Hiring process**

Between April & July we are hiring our team for the winter season 2022/2023 as well as our permanent Second in Command position. We will be hiring several different guides, office workers & logistic/kitchen personnel to fulfil our needs. There may be some time between applying & hearing back from us, this is because we are a small team & we receive many applications. During this time our office will also close for 3 weeks for our vacation.

If we are interested in your application, we'll reach out & arrange an interview either in person or via Teams.

## **How to prepare to apply**

- Read this document & read through our webpage thoroughly so that you know what you are apply for.
- Prepare your CV, & cover letter.
- Go to our jobs page.
- Fill in your details & upload your documents.
- Once we receive your application you'll be sent an email with a form linked to it, please complete your answers to the questions.
- Press submit & then you are done!



*Wandering Owl*  
TOURS