

Join our Team!



Program Registrar Opportunity

About Us...

We are on seven acres of beautiful oceanfront property where we have been offering personal and professional transformative learning programs for the past 40 years. In addition to our programs, we welcome resort stays, retreats, conferences, and special events. We attract a great mix of team members and many of our dedicated staff have been with us for years. We take our jobs seriously, but we have a lot of fun working together, too!

About the Role...

Reporting to the Program Manager, the primary responsibility is to manage program enquiries and registrations, program set up, arrivals and supporting our Guest Service Desk.

About the Responsibilities...

- Support program registration processes as required.
- Manage daily emails and phone registration enquiries.
- Assign and manage guest accommodation requests.
- Set up and carry out duties related to program arrival preparations.
- Support guest arrival and travel information.
- Liaise with faculty as needed.
- Cross train with / support Guest Service Desk as needed.
- Other duties as required.

About the Qualifications...

- Excellent written and verbal communication skills.
- Strong level of experience with Microsoft Office 365; Retreat Guru experience will be considered an asset.
- Proficient in Excel and Word.
- Ability to organize, set priorities, and manage multiple tasks on tight deadlines.
- Self-motivated and proactive.
- Commitment to confidentiality.
- Works independently and as part of a multidisciplinary team.

About the Compensation...

- Wage range: \$19.00 - \$23.00 depending on experience.
- Health benefits (medical and dental) after 3 months of employment.
- Discount on the Haven programs, staff meals, accommodation, and store purchases.
- Access of waterfront hot tub, gym and outdoor pool.

Interested in joining our team?

Please send us your resume to [**info@haven.ca**](mailto:info@haven.ca)

We look forward to hearing from you!