



**P O W D E R**  
**B Y R N E**  
*Everything's possible*

**Assistant Resort Manager**

This is one of the most demanding, challenging yet rewarding jobs in the Alps! We are looking for professional, dedicated and highly motivated individuals to lead from the front in all aspects of resort life. As the Assistant Resort Manager you are key to making sure the exceptional service that we are renowned for is successfully delivered in resort. This is a non-ski role based in resort, heavily focused on resort administration, client concierge and in resort HR staff relations.

This is a challenging position, requiring solid leadership and excellent people and logistical skills but is highly rewarding. The role reports directly to the Resort Manager and Delivery Team in London.

**Key Responsibilities:**

- Effectively supporting the Resort Manager with the day to day running of the resort
- Delivering the highest standard of customer service to our clients
- Working alongside the Resort Manager and locally run hotels and ski schools to deliver the Powder Byrne product
- In resort HR and management of the Powder Byrne resort team (staff welfare, discipline and motivation)
- Responsible for the weekly meal budget, food purchase, rota and planning staff meals
- Driving and airport transfers where needed
- Liaising locally on behalf of Powder Byrne guests, including hotels, restaurants and transport authorities
- Carrying out daily correspondence relating to administration (e.g. expenses, client payment forms, operational feedback)
- Assisting the Resort Manager carry out all planning and logistics for every peak week alongside the Delivery Team
- Responsible for managing Client Concierge in resort

**Requirements:**

- Previous experience of managing a successful team (ideally in a resort team)
- A team player with a professional and positive attitude
- Full Clean Driving Licence (21 years or above)
- Excellent computer skills in excel and quick to learn new software
- Excellent organisation, guest relations and customer service skills
- A good communicator who is adaptable resourceful, patient and diplomatic
- Ability to speak German or Italian (desirable)
- UK or EU Passport
- **Appropriate number of Schengen Area (EU) travel allocation days to complete contracted dates (UK passport holders can only travel to the area for 90 days in every 180 days)**



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**Dates:**

Winter season peak weeks (Christmas/New Year, February Half Term & Easter)

**Package:**

Accommodation, return travel to resort, uniform, winter sports travel insurance, ski and boot hire, ski pass, competitive salary.

Apply to join the Powder Byrne team [here](#).

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