

**HAVASUPAI TRIBE
JOB ANNOUNCEMENT**

Open: January 19, 2023

Closing: Open till Filled

POSITION TITLE:	TOURISM ASSISTANT MANAGER
LOCATION:	GRAND CANYON Caverns
DEPARTMENT:	HAVASUPAI TRIBE TOURIST ENTERPRISE
SUPERVISOR:	TOURISM DIRECTOR
RATE OF PAY:	DEPENDS ON EXPERIENCE
STATUS:	FULL TIME SALARY

POSITION SUMMARY:

Under direct supervision of the Tourism Director, manages tourists check-in process at the Grand Canyon Caverns. This is an essential function of the Tribe's tourism operations. This position is located at the Grand Canyon Caverns.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage the tourist check-in process at the Grand Canyon Caverns using online reservation software.
- Supervise staff.
- Interact with tourists on a daily basis.
- Process payment of additional add-on tourism services.
- Ensure trip leaders are properly identified and information associated with reservations is accurate.
- Complete reports.
- Performs other duties as required.

KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATIONS:

- Good computer skills.
- Must be familiar with basic accounting procedures.
- Excellent communications skills.
- Be outgoing, hardworking, and a leader.

QUALIFICATIONS:

- Successfully pass background check.
- High School Diploma or GED equivalent.
- Available nights, weekends, and holidays.
- Must live near the Grand Canyon Caverns and/or be able to travel to the Grand Canyon Caverns on a daily basis.

Email completed application to PRB Clerk at htprb1@havasupai-nsn.gov.



JOB APPLICATION

Havasupai Tourism Office

Name: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

Position Applying For: Tourism Assistant Manager

PERSONAL INFORMATION:

Are you 18 years old or older?

Yes No

Are you a US Citizen or approved to work in the US?

Yes No

Do you qualify for Indian Preference?

Yes No If yes, list Tribe: _____

Have you ever been convicted of a felony offense.

Yes No If yes, please explain below:

EDUCATION:

Check highest education obtained: HS Diploma/GED/HSED Vocational School or College Graduate School

Name of School: _____ Location: _____

PREVIOUS EMPLOYMENT:

Employer Name: _____
Job Title: _____
Employer Address: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

REFERENCES:

NAME	LOCATION (CITY/STATE)	PHONE NUMBER	RELATIONSHIP
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I have completed this information truthfully and accurately to the best of my knowledge.

Applicant Signature

Date