



Loon Mountain Resort



HR Coordinator – Full Time Year Round

Benefits eligible position.

Primary duties include onboarding team members, benefits processing, managing HR information systems and payroll administration and HR Generalist projects. Microsoft Office and Excel skills required.

HR Administrative Assistant – Full Time or Part Time

Full Time is a benefits eligible position.

Primary duties include assisting with employee passes, onboarding, organizing & auditing forms/files, answering employee inquiries, and general office coverage. Microsoft Office and Excel skills required.

Food and Beverage Administrative Assistant

Primary duties include onboarding team members, data entry, reconciling purchase orders, handling inventory maintenance, and assisting in F&B locations as needed. Full Time.

Employee Housing options available.

Apply today at: www.loonmtn.com/jobs