



## **STAFF COORDINATOR ROLE BASED IN CAPE TOWN (CONTRACT)**

The Staff Coordinator will be responsible for supporting the on-ice staff for the duration of the contract period, with the main focus being on administration, spreadsheet updates, communication, travel, and accommodation arrangements. This role will support the Antarctic Staff Lead. This role is dynamic, fast-paced, and an important part of supporting our staff on ice during our operational season. If you have excellent communication and coordination skills and a proven track record of being able to thrive in a busy, people-focused environment, then this role is for you.

### **The Company**

- Founded 20 years ago, a unique, multi-award-winning company with high global reach (clientele and employees).
- The only company to offer a commercial private jet service to the Antarctic continent
- Renowned for their top-end luxury and exclusivity
- Extremely complex value chain with extraordinarily high logistical expenses that enable transportation to, and accommodation of guests on the continent.
- Highly seasonal business, which results in the need for careful planning in both the high and low seasons.

### **The Role**

- Responsible for flight bookings, accommodation, transfer arrangements, and communication with staff via email.
- Responsible for WhatsApp comms on staff groups.
- Assist with logistics and coordination of staff during the training week in Cape Town.
- Join airport runs for arrival and departure flights to and from Antarctica at Cape Town International Airport.
- Other reasonable duties may be included during the season outside of these core responsibilities.
- Assist with post-season reconciliations of accommodation, transfers, flights, kit, and uniforms.
- Responsible for updating all spreadsheets with the relevant changes timeously.
- Assist with any other staff-related requests as and when they arise.

### **Experience and Skills**

- Excellent admin skills and strong attention to detail
- Previous experience in volume bookings of transfers, accommodation, and flights
- Excellent interpersonal skills when dealing with large groups of people
- Excellent communication skills (oral and written)
- Able to confidently use Mac and the Google Suite
- Excellent time management skills and ability to multitask and prioritize work
- Proven track record of ability to manage stress well



- Strong organisational and planning skills in a fast-paced environment
- Able to work outside of normal hours - nights and weekends. This is non-negotiable due to the nature of our operations from October through February. This will be clarified in the interview.
- Has own car and valid driver's license (non-negotiable)
- Cape Town-based (non-negotiable)

### **General**

- The above outlines the primary responsibilities for the roles/duties, is not exhaustive, and may be changed at any time, dependent upon the operational requirements of White Desert Pty Ltd and within the parameters of the position.
- In addition, there is an all-embracing expectation that each team member will work collaboratively within the team framework and that each team member is responsible for maintaining a supportive environment in line with the White Desert ethos.

### **Location**

- Cape Town, South Africa

**Please send your CV to [Careers@white-desert.com](mailto:Careers@white-desert.com).**

**Include the position you will be applying for in the subject line.**