

Inside Sales Agent Position Information

Job Description

As an inside sales agent, you will be responsible for answering the phones in a timely manner and booking ground transportation between the Denver and/or Eagle airports and Vail/Beaver Creek, Aspen/Snowmass, Keystone, Breckenridge and Copper Mountain resort areas. Required skills include attention to detail, exceptional people and communication skills, computer experience, positive attitude, fluency in English, and working with people from around the world.

Schedules / Shifts

Eight hour shifts are available at various starting times between 5:30 a.m. and 1:30 p.m. and ending between 4:30 p.m. and 12:30 a.m. There are some middle shifts and split shifts available. This is a full-time seasonal position consisting of forty hours (40) per week.

US Employment Requirement

U. S. applicants will be required to pay a \$300 non-refundable training deposit prior to the start of their training class. If the employee completes training, the deposit may be applied towards housing or a ski pass.

Visa Employment Requirements

- **J-1 Visas must be able to work through March 29, 2009**
- **H2B Visas must be able to work through April 5, 2009. The fee associated with a H2B VISA is \$625 (US). You will be responsible for a \$300 down payment when you receive your conditional offer of employment. You will also be responsible for signing a written authorization permitting the deduction of the remaining balance of \$325 from your bi-weekly pay checks.**

Wage and Benefit Information

- **Wage**
The starting wage will be \$13.00 per hour and is paid bi-weekly.
- **Bonus**
The bonus will be 12% of gross wages for the period November 10, 2008 through April 12, 2009. To be eligible for the bonus you have to work through the earlier of April 5, 2009, or the expiration of your VISA, and work at least 640 hours during the bonus period.

Ski Pass Program

A reduced retail rate ski pass can be financed through Colorado Mountain Express. It requires a pre-payment of \$300. The remaining balance will be deducted from your bi-weekly pay checks.

Housing

All housing is off-site. A security deposit of \$300 and a partial first months rent payment of \$300 are required to be paid in advance to guarantee housing. The range for monthly rent is between \$525 o \$675 for an individual room. Gas and electric utilities are included in the monthly rent. Telephone and/or internet service is not included in the monthly rent.

Transportation

Free transportation is provided to and from your work location if you are in Colorado Mountain Express housing.

Discounts and Employee Services

Employees receive free shuttle transportation to and from Denver International Airport. Relatives receive a seventy-five percent (75%) discount and friends receive a fifty percent (50%) discount.

Uniforms

A uniform is not required. You are expected to come to work with a neat and clean appearance. Ski or snowboard attire and sweat pants or shirts are not acceptable.

Training

Paid training consists of classroom and out of classroom time and "live" telephone training. There will be a training class in late October, early November and December.

Vacations / Time off

Vacations are not allowed during ski season. Requests for time off must be submitted to the appropriate manager a minimum of eight days prior to the requested time off.