



## Office Manager & Wellbeing Concierge

### Position Summary

Duties and responsibility includes providing administrative support to ensure efficient operation of Aro Ha Wellness Retreat. You will support managers and employees through a variety of tasks related to organization and communication. This job scope includes supporting our team of staff, communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. Guest communication and direct marketing are included in this role and assisting with elements of program development. There is a lot of scope and potential here to develop the role. Below a starting list of responsibilities.

### Position Responsibilities

- Guest arrival & departure day tasks ensuring a smooth experience for guests
- HR duties including overseeing rosters of all departments. Assist with co-ordination of new staff with on boarding & training
- Assisting with training systems and updating training documents
- Retail & online store management including stock takes & order fulfillment
- Ordering of supplies across all departments and coordinating stock takes quarterly
- Work Scholar program co-ordination
- Overseeing office creating systems

Strong administration and organization skills are required

Preferred MAC skills, Google workspace and familiar with CRM databases and Web apps would be an advantage (ie Canva, airtable, active campaign)

Passion and interest in Health and Wellbeing

Weekend work is required, this is a full time role based on 40 hours per week.

**Applications close 27 December 2025** email [office@aro-ha.com](mailto:office@aro-ha.com)

**[www.aro-ha.com](http://www.aro-ha.com)**