

# The Clear Creek Group

JACKSON HOLE

## HOME PREPARATION/OPERATIONS ASSISTANT

Property management firm seeking a detail-oriented individual with exceptional communication and organizational skills.

Main duties involve:

- Ensuring properties are prepared and staged for guest's arrivals.
- Preparing proposals and purchasing items.
- Assisting with onboarding new homes in the portfolio.
- Performing out-of-office departmental errands and deliveries.

The position requires driver's license, reliable transportation, clean driving record and weekend availability. Full-time position offers excellent wages, paid vacation, ski pass privileges, health insurance, and 401k.

**Please email résumé [careers@tccgjh.com](mailto:careers@tccgjh.com)**