

Explore the North is a company located in Swedish Lapland, working with hospitality and adventure tourism. The company currently operates seven facilities: Pinetree Lodge in Särkimukka, Lapland View Lodge in Övertorneå, Arctic River Lodge in Tärendö, Grand Arctic Resort in Överkalix, Aurora Mountain Lodge in Lannavaara, Matarengi Lodge in Övertorneå and our newest feature Valkea Lodge in Pello, Finland. Our next exciting adventure, Kaamos Lodge in Aavasaksa, Finland will be inaugurated in December 2025.



# *We are looking for a* **FRONT OFFICE MANAGER**

TO KAAMOS LODGE IN AAVASAKSA 2025-26

Warmth and community are important for us. Each member in our in- and outdoor team are equally important to make the guest experience our motto *"Come as a guest and leave as a friend"*. If you are an easygoing and positive person who likes challenges, you will work well in our team.

## **As Front Office Manager your main tasks will be:**

In this role, you'll lead the reception team to ensure smooth check-ins, check-outs, and excellent guest service. You'll manage feedback with a positive, solution-oriented approach, coordinate schedules, and oversee daily operations. Collaboration with other departments is key to delivering seamless guest experiences. We're seeking someone with front desk or reception experience, ideally in a leadership role. Strong communication, organization, and IT skills are essential. Familiarity with hotel systems is a plus. Fluency in English is required; additional languages are an advantage.

## **Do you want to know more?**

We are happy to give you a detailed job description and answer any questions.

Send your application and CV to: [jussi.pulkkinen@explorethenorth.se](mailto:jussi.pulkkinen@explorethenorth.se)

Read more about us on our website: [www.explorethenorth.se](http://www.explorethenorth.se)

*Hope to hear from you soon!*

