Career Development Opportunity

Site Supervisor: Susan Johnson  
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Address: PO Box 523, 68 Sherman Street #202 Deadwood South Dakota, 57732-0167  
Are you a BHSU Alumni?: No  
If yes, what year did you graduate?:

Opportunity Details  
Business, Company, Organization Name: Black Hills Vacations  
Company Description: Black Hills Vacations is an OTA / Central Reservation booking business model. Our goal is to create scale and efficiencies for our supplier network by franchising our call center operations -staffed by local experts- and bringing online booking solutions to our suppliers leveraging the Inntopia Commerce Platform. We manage over 45 booking engines for visitor industry suppliers. We’re a one-stop shop for vacation planning and booking for the Black Hills & Badlands Region and beyond.

Opportunity Offering: Full-time job  
Work Study Options:  
Opportunity Title: Web Administrator | Systems Administrator  
The opportunity will take place in?: Main office is Deadwood  
Start Date: 12/9/2019  
End Date:  
Weekly Hours: 40  
Hourly Wage: TBD  
What does the opportunity provide?:  
An opportunity to interact with visitor industry professionals in the Black Hills and beyond and hone web and systems skills.  
Health insurance, simple IRA match, vacation time, great work environment.  
What are the characteristics of a qualified candidate?:  
Able to provide application, systems and Web Administration for various operating systems and applications. Web management, understanding XML and HTML coding, Google Tag Manager, RSS Feeds, Microsoft Office suite including Access and multiple external web sites (word press, concrete 5 Joomla). Must have excellent written and verbal communication skills. Basic understanding of SEO and Graphic experience a bonus.  
What skills are needed to be successful?:  
50% of Duties - Inntopia CRS system-Reservation software | include managing CRS, external booking engines, GDS Interfaces, Property Management interfaces, Understanding XML  
30% of Duties - WEB Site Maintenance & Administration | HTML Coding, RSS Feeds, Understanding XML, Concrete 5, Google Tag Manager (JSON)  
10% of Duties - WEB Marketing | Web changes include - graphical text and code generated edits, editing photos, SEO, Keyword analysis, E-mail marketing (Sendinblue)

Application Process:
Send resume to susanj@blackhillsvacations.com

Application Deadline: 12/27/2019