



5021 – 49 Avenue
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VERMILION VISITOR INFORMATION CENTRE

(2 Summer Positions)

**Application deadline:
4:30 pm, Friday, March 30, 2018**

We are looking for two applicants to start **April 30, 2018 – September 3, 2018**. These are Full-time positions as we get ready for the Summer Tourism Season!

- Provide exceptional customized trip planning and customer service to visitors travelling to Alberta
- Proactively promote attractions, events, experiences and destinations across the province, including assisting travelers with booking accommodations and activities.
- Influence visitors to do more and extend their length of stay in Alberta by matching their interests and needs to Alberta's attractions, experiences and destinations.
- Distribute information and essential travel tips.
- Complete administrative tasks such as preparing reports, and collecting and entering visitor statistics and other duties as assigned by Economic Development.

Qualifications:

Visitor Information Centre staff must be proactive and able to recall/search Alberta information quickly and be comfortable dealing with people. Having well-honed listening and questioning skills are essential, in order to establish credibility in your interactions with travelers. All candidates must have a high school education. Expertise with internet based research, social media channels and Microsoft Excel and Word is essential.

Required education:

- High school or equivalent
- Applicants must be returning to school studies in the fall

Job Type: Full-time

Salary: \$14.00/hour

Please note:

- Weekend and Statutory Holiday work is required.
- Attendance at training in Edmonton (May 7 – 9, 2018) is a condition of employment.
- Successful candidates will be required to obtain First Aid Certification before commencing work. We reserve the right to ask for a Criminal Record check.

Please send a resume, cover letter & references to:

Town of Vermilion
Attention: Mary Lee Prior, Economic Development
5021 – 49 Ave Vermilion, AB T9X 1X1
Email: economic@vermilion.ca
Phone: 780-853-7747 | **Fax:** 780-853-4910

Only those applicants selected for an interview will be contacted.

