



5021 – 49 Avenue  
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## VERMILION VISITOR INFORMATION CENTRE

**(3 Summer Positions)**

**Application deadline:  
4:30 pm, Friday, March 22, 2019**

We are looking for two applicants to start **April 29, 2019 – September 2, 2019**. 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:** \$15.00/hour

### **Please note:**

- Weekend and Statutory Holiday work is required.
- Attendance at training in Edmonton (May 7 – 8, 2019) 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](mailto:economic@vermilion.ca)  
**Phone:** 780-853-7747 | **Fax:** 780-853-4910

Only those applicants selected for an interview will be contacted.

