



Cariboo Chilcotin Coast Tourism Association

The Cariboo Chilcotin Coast Tourism Association is seeking a talented individual to fill the following position:

Front Desk Reception /Collateral Coordinator

The successful candidate will be a pleasant, positive, creative self-starter and possess at least five years relevant experience or Post Secondary diploma in office administration. Duties include: verbal and written communication with public and stakeholders, client database maintenance, tracking and reporting travel inquiries, distribution of association collateral, recording of minutes, activity bookings and travel arrangements, management of office supplies and attendance at consumer and travel trade shows.

The successful applicant will have strong communication skills, demonstrate ability to multi task effectively and possess a high level of computer proficiency. Familiarity with the provincial tourism industry and the Cariboo Chilcotin Coast region is an asset. The successful applicant will be required to travel and work some weekends.

Please contact the Cariboo Chilcotin Coast Tourism office for a detailed job description. Only those candidates selected for an interview will be contacted. Please submit a resume with cover letter by April 20, 2009.

Attn: Scott Kovatch, CEO
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