Job Title: Visitor Centre Counsellor, Full Time Summer position

Company: Tourism Dawson Creek
Location: Dawson Creek Visitor Centre
Job Status: Seasonal
Posted Date: __________

Looking for a fun, energetic, unique job to earn money during your 4 months off from college/university?

Dawson Creek Visitor Centre wants you!

Tourism Dawson Creek is accepting applications for full time summer Visitor Centre Counsellors to promote tourism products and services as well as outstanding customer service and sales to visitors to Dawson Creek.

The successful applicants should possess previous customer service and sales experience as well as a strong desire to market the city of Dawson Creek to travellers from across the world. The position starts May 6, 2013.

Responsibilities:

- Welcome visitors and answer questions, provide information specific to British Columbia and surrounding regions with an emphasis on Dawson Creek, Peace River area and the Alaska Highway
- Encourage visitors to explore and stay in Dawson Creek/region through products, services, attractions and activities
- Perform administrative tasks such as internet research, update reference material, prepare mailing
- Stock, sell merchandise; handle cash, credit, debit transactions; maintain stock levels

Knowledge, Skills, Abilities and Requirements:

- Attending and returning to a Post Secondary institution full time is required
- Extensive knowledge of British Columbia and surrounding regions with an emphasis on Dawson Creek, Peace River area and the Alaska Highway
- Self-motivated, demonstrates initiative, team player also ability to work alone
- Flexibility to work a variety of shifts including weekdays, weekends and holidays
- Good working knowledge of computers, specifically word, internet search engines and social media
- Excellent communication and interpersonal skills
- Time management skills are an asset
- Inventory management and administrative skills
- Fluency in a second language is a definite asset but not mandatory

Salary: Market competitive

Application Process: Email your resume and cover letter to joyce@tourismdawsoncreek.com