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VERMILION VISITOR INFORMATION CENTRE

(2 Summer Positions)

Application deadline:
4:30 pm, Friday, March 4, 2022

We are looking for two applicants to start **Monday, May 2, 2022 – Monday, September 5, 2022**. 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, 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 2022) is a condition of employment (if offered).
- 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 email a cover letter, resume and references to economic@vermilion.ca
Attention: Mary Lee Prior, Manager Economic Development
Or to: Town of Vermilion, 5021 – 49 Avenue Vermilion, AB T9X 1X1
Any questions or concerns can be sent to economic@vermilion.ca or call 780-581-2419.

Only those applicants selected for an interview will be contacted.

