



Tahsis Chamber of Commerce

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Tahsis BC V0P 1X0

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Job Posting

Tourism Counsellor

The Tahsis Chamber of Commerce is seeking an individual for the position of Tourism Counsellor to work commencing July 1st and finishing August 31st, 2011.

Job Description: As the Tourism Counsellor you will promote tourism in the Village of Tahsis and the Nootka Sound area. You take pride in sharing what the local area has to offer to visitors, and have a sound knowledge of the geography and history of Tahsis. You will have excellent interpersonal skills, confidence in presenting information and the ability to deliver superior customer service to visitors. You will oversee the day to day operations of the Information Centre with the support of an assistant. In the supervisory capacity, you will mentor the Assistant Tourism Councilor in various aspects of office procedures, time management, etiquette and tourism promotion.

Qualifications:

- knowledge of local and regional attractions, events, businesses and services
- enthusiasm in promoting tourism, and interest in local history and culture
- excellent planning and organizational skills
- well groomed professional appearance
- computer literacy
- supervisory experience and demonstrated reliability
- a willingness to work some weekends and statutory holidays
- a team player, with the ability to work independently and create work during slow times
- A second language and First Aid training are considered as assets to the position
- Excellent communication skills and ability to assist people in a friendly, cheerful manner
- the ability to solve problems independently, and with tact and diplomacy

Duties:

- welcome visitors in a warm, friendly, professional manner
- manage the diverse concerns, interests and needs of tourists and contacts in a positive manner
- distribute travel literature, assist tourists with directions, maps and answer questions
- encourage visitors to experience the features of our region
- set-up displays and brochure racks in an organized, neat and accessible manner
- write information articles, develop posters and brochures
- collect statistics (through discussion with tourists), write reports and maintain routine information centre cleanliness
- manage sales and inventory of gift items such as t-shirts and books
- Some lifting may be required (up to 15 kg)

Specialization:

Preference may be given to individuals with experience in, or the study of, a related field such as travel, tourism or history.

Assessment Standards:

Interview(s)

Reference check(s)

Please apply by mail, e-mail or drop your resume off at one of these local businesses:
Tahtsa Dive Charters, Tahsis Building Supply or Nootka Gold B&B