

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	BILINGUAL INFORMATION BOOTH AND TOURISM ADVISOR
JOB NUMBER	3354
NUMBER OF POSITION/S	2
NOC CODE	6552
CLOSING DATE	2019-07-24
LOCATION	Winnipeg, MB St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	20
HOURLY WAGE RANGE	TBD
JOB TERMS	Part Time
JOB DESCRIPTION	<p>INDIGO Park is looking for French-English bilingual candidates who are outgoing, friendly and engaging to join our team as an Information Booth Attendant & Tourism Advisor.</p> <p>Award-winning customer service training programs and on-the-job training are delivered to all successful candidates. Knowledge of Winnipeg/Manitoba tourism and Winnipeg Richardson International Airport is helpful but not required prior to hire.</p> <p>Title: Information Booth Attendant & Tourism Advisor Commitment: 4-8 hours per shift; flexible shifts and hours 0800-2100 7days/week Availability: Full-time permanent days, or part time days/evenings/weekends Location: Winnipeg Richardson International Airport Wage: \$13.50/hr+, based on qualifications</p>
JOB DUTIES	<p>The Information Booth Attendant at Winnipeg Richardson International Airport is a public-facing representative of both the airport and our local community;</p> <p style="padding-left: 40px;">We distribute a wide variety of accurate information, have meaningful conversations, and make appropriate referrals to services or facilities at the airport or in and around Winnipeg.</p> <p style="padding-left: 40px;">We take pride in sharing our complete knowledge of the airport campus and the services provided by our partner airlines, customs, retail, and food & beverage providers.</p> <p style="padding-left: 40px;">We refer clients to hospitality and tourist amenities and destinations using brochures, websites, and onsite contacts.</p> <p style="padding-left: 40px;">We provide critical information necessary to the successful completion of a trip; including luggage, family or oversize bag information, language services, accessibility information, parking and ground transportation options.</p> <p style="padding-left: 40px;">We attentively log found or missing items to successfully reunite owners with their precious items and fond memorabilia.</p>

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<p>JOB DUTIES</p>	<p>We are dedicated to providing each customer inquiry or complaint with individualized attention and professionalism, logging and following up with phone calls, email or face-to-face service onsite.</p> <p>As proud representatives of a first-class international airport, we consistently demonstrate the safety, security, and professional traits expected of our guests and our community.</p>
<p>QUALIFICATIONS, REQUIREMENTS & SKILLS</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> Completion or enrolled in an arts, administration, hospitality, or tourism related program Competent and confident in conversational French Proficient in Microsoft Excel/Word/Outlook, and Internet Explorer or Chrome Competent with social media and a multi-line telephone Previous customer care, tourism, hospitality and/or food & beverage experience preferred Excellent communication and organizational skills Strong interpersonal skills with a focus on compassion, articulate conversation, and sincerity Highly responsible & reliable, with a professional groomed appearance Ability balance workload with busy and slow times Proficient ability to work independently with minimal supervision
<p>APPLICATION PROCESS</p>	<p>Send targeted resume Apply through your CC</p>
<p>APPLICATION DETAILS</p>	<p>Please send your targeted resume to your career coach quoting the job number and the position title</p>
<p>JD</p>	<p>Chris Brown</p>