



Government of Canada

Gouvernement du Canada

The National Battlefields
Commission

Commission des champs
de bataille nationaux

**INFORMATION CLERK
DESCRIPTION OF THE QUALIFICATIONS
THE NATIONAL BATTLEFIELDS COMMISSION**

JOB DEFINITION : To welcome visitors with an adequate and personalized approach; to inform visitors on the site's activities and thematic features; to open up and close up exhibitions and to attend on groups of visitors if necessary; to sell promotional items and the package deal; to operate a cash register; to fill up sheets concerning the daily statistics.

REQUIREMENTS : To have studied in the field of tourism or acquired a relevant experience in the tourist trade; to be adequately fluent in both official languages; to show initiative, a sense of responsibility and affability; ability of communicating various messages to various types of customers; capacity of operating audiovisual equipment.

WORKPLACE : Martello Tower 1, Discovery Pavilion of the Plains of Abraham and on the site of certain activities (if necessary).

SCHEDULE : Between 8 a.m. and 10:30 p.m., regular schedule and/or on call, including evenings and weekends (depending on the period of the year and group reservations). The number of hours per week may vary.

PERIOD: High season : from March to September
Low season : from September to March

SALARY: \$ 16.92/hour

PROCEDURE TO FOLLOW:

Send your curriculum to the care of:

Marie Cantin
Customer Service Officer
390 de Bernières Avenue
Québec City, Québec G1R 2L7
Fax : (418) 648-3809
E-mail : information@cbbn-nbc.gc.ca

Selection process :
Curriculum, individual interview.

Canada