



Government of Canada

Gouvernement du Canada

The National Battlefields  
Commission

Commission des champs  
de bataille nationaux

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## RECEPTION OFFICER – PART-TIME JOB OFFER

The job of reception officer at the Plains of Abraham Museum is a stimulating one. Our activities are offered in both English and French on the very site of the great battles of 1759-1760, an outstanding working environment in the heart of the city. You will integrate a dynamic team working in a lively cultural setting.

The Battlefields Park, which includes the Plains of Abraham, is the country's first national historic park and among the foremost urban parks. Several activities (exhibitions, events, commemorative activities) are offered to a highly diversified clientele from every origin.

### **Description of primary duties:**

- Receive visitors appropriately with a personal touch and inform them (in person, by telephone or by email) of the activities held at the Plains of Abraham Museum, the Martello towers and elsewhere in the park, and of the thematic and historic features of the park.
- Sell packages and promotional items, rent equipment and carry out follow-up statistical analyses.
- Ensure the smooth running of exhibitions and perform the tasks of a shop clerk.

### **Job requirements:**

- Have taken a tourism course and/or possess relevant experience in the fields of tourism and/or culture.
- Be experienced in providing services to the public (customer service).
- Master the two official languages, both spoken and written.
- Have a good manner with people, show initiative and a sense of responsibility.
- Have good teamwork skills.
- Willing to work according to a flexible schedule, daytime, evenings and weekends.
- Be able to adapt to various clienteles.
- Feel at ease with various computer technologies.
- Possess a valid driver's licence.

### **Employment conditions:**

- A few positions available, between 18 and 30 hours per week from July 1<sup>st</sup> to September 6, 2021.
- On-call work the rest of the year.
- Start date (including training): May 2021.
- Paid training included: 30 hours.
- Be called upon to work at different reception points on the park, sometimes outside.
- Uniform provided.
- Very accessible by bus. Parking provided.
- Prestigious location.
- Dynamic team and positive working environment.
- Salary: based on the collective agreement (\$20,46 /h).

Please send your resume, indicating the position you seek, before May 10, 2021 at:

**The National Battlefields Commission**

835, Wilfrid-Laurier Avenue, Québec (Québec) G1R 2L3

Email: [information@cbbn-nbc.gc.ca](mailto:information@cbbn-nbc.gc.ca)

*Please note that only selected applicants will be contacted for an interview.*

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