



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.
- WORKPLACES:** Martello Tower 1, Discovery Pavilion of the Plains of Abraham, Brown Basin and on the site of certain activities (if necessary).
- SCHEDULE:** Between 8:00 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 perweek may vary.
- PERIOD:** High season: from April to September
Low season: from September to March
- SALARY:** \$18.62/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@ccbn-nbc.gc.ca

Selection process:

Résumé, individual interview.

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