



Government of Canada

Gouvernement du Canada

The National Battlefields
Commission

Commission des champs
de bataille nationaux

RECEPTION OFFICER

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.

The job of reception officer 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.

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 and rent equipment and services.
- Ensure the smooth running of exhibitions.
- Perform the tasks of a shop clerk (operate a cash register, affix labels, etc.).
- Carry out follow-up statistical analyses.

Job requirements:

- Have taken a tourism course and/or possess relevant experience in the fields of tourism and/or culture would be an asset.
- 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:

- Several positions available between 15 and 37.5 hours per week, from late June to Labor Day. Possibility of working on call in the spring and fall.
- Training (paid): 30 hours.
- You will be called to work in different reception points in the park, occasionally outdoors.
- Free parking.
- Salary: according to the collective agreement.

Please send your resume, indicating the position you seek, to

The National Battlefields Commission

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

Fax: 418 648-3809

Email: information@cbbn-nbc.gc.ca

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

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