



RECEPTION OFFICER

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.

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, 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. Mandatory.
- Have a good manner with people, show initiative and a sense of responsibility.
- Good teamwork skills.
- Be able to adapt to various clienteles.
- Feel at ease with various computer technologies.
- Available on Sundays. Mandatory.
- Possess a valid driver's licence. Mandatory.

Employment conditions:

- Number of hours varies according to your availability and our needs. Immediate needs: part-time for March-April, more full time (between 20 and 40 hours) for May-June-July-September and part-time for the remainder of the year September-April 2024.
- Start date (including training) in March 2023 according to your availability, minimum of 15 hours per week. The training hours are very flexible.
- Paid training: 30 hours.
- You will be asked to work at different reception points in the park (Museum, Martello Towers), sometimes outside.
- Uniform provided.
- Parking provided and free.
- Very accessible by bus.
- Dynamic team, healthy work environment.
- Salary: as per the collective agreement under review (\$20,46 /h).
- Premiums for evenings (activities after 6 p.m.) \$0.95 and weekends \$1.40.
- Unionized job.
- Paid sick days.
- School-work balance.
- Exceptional natural and prestigious site. Museum and renowned historical site.
- Possible allowance for meals during activities outside the historic site.

Please send your resume, indicating the position you seek, at:

The National Battlefields Commission

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

Email: information@cbtn-nbc.gc.ca

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