

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Jr. Travel Counsellor
DEPARTMENT/DIVISION:	City Manager's Office/Office of the City Clerk
SUPERVISOR:	Christina Wakefield
LOCATION:	Terry Fox (Feb – June) – Pagoda (May & June)
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning or afternoon

GENERAL DUTIES:

- Provides information relating to the city to visitors and tourists.
- Processes the tourist mail.
- Prepares of bulk information and individual VIP kits.
- Records receipt of bulk literature upon arrival and .advise FT staff
- Records and registers visitors on a daily and monthly registration form.
- Performs good housekeeping practices in Centre and storage areas.
- Maintains daily inventory of all brochures.
- Data entering
- Performs such other related duties as may be assigned.

POSITION QUALIFICATIONS:

- Must be highly motivated, work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (Word, Excel, etc.)
- Must be able to deal with the public in a courteous and tactful manner
- Must be physically fit (i.e. lift or carry a specific weight, standing/walking on a constant basis, squatting/kneeling on a frequent basis)
- Specific work attire required is business casual, a departmental t-shirt will be provided.