



BRANDON
RIVERBANK INC.



TOURISM INFORMATION OFFICER

Job Description

Qualifications

- Customer service experience, in person, over the phone and using the internet
- Work well with children and adults
- Effective communication and, problem-solving skills
- Have or be willing to get your Adult and Child Abuse registry checks
- Ability to move/lift, and set up tables and displays
- Showcase a strong appreciation for what our city has to offer and an ability to communicate effectively
- Working knowledge of Microsoft Office applications (knowledge of social media and graphic design platforms such as Canva an asset)
- Experience in maintaining stock levels and preparing displays
- Marketing/promotion and event management an asset, but not required
- Willingness to learn more about our wonderful city and be prepared to have fun and smile a lot because joining our team is awesome
- Be available to work days/weekends/evenings and able to fill in when someone is away

Responsibilities

- Provide advice and information on accommodations, activities, and local attractions to tourists and visitors
- Assist the Brandon Tourism director of marketing and communications with tasks/initiatives when needed
- Research the city's attractions/amenities, to better educate yourself and to answer visitor inquiries
- Assist the Brandon Riverbank programming and community relations coordinator with Riverbank-related initiatives such as programming/events
- Sell and maintain inventory of souvenirs merchandise; assist administration and facility/HR manager with merchandise orders, maintain inventory, set up new displays
- Answering phones, emails when needed
- Facility operations and custodial duties such as daily cleaning/restocking bathrooms and tidying displays, light Riverbank grounds maintenance, assisting with (MPR) multipurpose room set-up/tear down/clean up

Position Details:

Winter: 10–15 hours / week

Summer: 20-40 hours / week

Evening and weekend work required (every other weekend off)

Start Date: As soon as possible

End Date: End of August