

Position: Travel Counsellor, Visitor Services Centre

Rate of Pay: \$20.80 - \$28.78 per hour

Term: Term, full-time. May 16 (or as soon as possible) – August 31, 2022.

Hours: Shifts between 8 a.m. to 6 p.m. (Monday to Friday) and 9 a.m. to 4 p.m. (weekends), 72 hours/2 weeks

Location: Regina

Tourism Saskatchewan is looking for a well-organized and self-motivated individual to work in a team environment in the Visitor Services Centre. The position's main responsibilities include:

- Handle requests for tourism information in Saskatchewan received by mail, telephone, email, Internet and live chat
- Handle and document complaints
- Assess inquiries and provide necessary fulfilment
- Gather and update data used for travel counselling accurately
- Perform sales transactions.

The successful candidate must have a good working knowledge of Saskatchewan and its tourism destinations and products. The ability to communicate effectively, both orally as well as in writing, is also required. The successful candidate will have efficient and accurate keyboarding skills with previous computer experience. Attention to detail and strong organizational skills are also required. This position is based in Regina.

Please submit your resume by Monday, May 9, 2022, at 9:00 a.m. to:

Joan MacPhail
Director, Human Resources
Tourism Saskatchewan
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Email: careers@tourismsask.com