



CREE NATION OF CHISASIBI

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: TOURISM TECHNICIAN (Temporary Replacement)

DEPARTMENT: ECONOMIC DEVELOPMENT

CORE FUNCTION: Under the supervision of the Tourism Coordinator, the Tourism Technician assists in planning, coordinating, and executing of tourism-related activities, programs, and services. They contribute to the overall success of the tourism operation by providing administrative support, assisting visitors, and maintaining facilities.

RESPONSIBILITIES:

1. Provide information and assistance to tourists, including answering inquiries, giving directions, and recommending attractions, accommodations, and dining options.
2. Assist in the administrative tasks associated with tourism operations, such as maintaining records, scheduling appointments, preparing reports, and processing reservations.
3. Ensure that facilities, such as tourism cabins and tent frames are clean, well-maintained, and safe for visitors.
4. Assist in marketing and promotional efforts, including distributing brochures, updating websites and social media accounts, and participating in promotional campaigns.
5. Contribute to the development of tourism strategies and initiatives aimed at attracting visitors, increasing tourism revenue, and enhancing the overall visitor experience.
6. Support efforts to preserve and promote cultural heritage sites, natural landmarks, and environmentally sensitive areas through educational programs and sustainable tourism practices.
7. Ensure high levels of customer satisfaction by addressing visitor concerns and resolving issues promptly and professionally.
8. Collaborate with colleagues, stakeholders, and community partners to enhance the tourism industry's overall effectiveness and sustainability.
9. One must possess knowledge of the history of Chisasibi and its surrounding region.
10. May perform other tasks as assigned by the immediate supervisor.



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EMPLOYMENT REQUIREMENTS:

- Must have Secondary 5 Diploma;
- Certificate or Diploma in relevant field in Tourism;
- 3 years previous experience in the tourism industry, hospitality, or customer;
- Strong communication and interpersonal skills;
- Excellent organizational and time management abilities;
- Knowledge of computer software: Word, Excel, Power Point and Publisher;
- Knowledge of local attractions, landmarks, and tourism resources;
- Will be required to work evenings, weekends, and holidays as needed;
- Commitment to promoting responsible and sustainable tourism practices;
- Must have a valid driver's license;

EMPLOYMENT CONDITIONS:

- Replacement position – on contract;
- 40 hours per week;
- SALARY RANGE: Min: \$23.00 to Max \$30.00;

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: April 26, 2024

End of Posting: May 27, 2024

Applications will not be accepted after 5 PM