

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	INFO DESK AGENT - AIRPORT
JOB NUMBER	3328
NUMBER OF POSITION/S	1
NOC CODE	1414
CLOSING DATE	2018-07-20
LOCATION	St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$13.50 - \$13.50
JOB TERMS	Other
JOB DESCRIPTION	Employer is looking for French-English bilingual candidates who are outgoing, friendly and engaging to join our team as an Information Booth Attendant & Tourism Advisor.
JOB DUTIES	<p>We distribute a wide variety of accurate information, have meaningful conversations, and make appropriate referrals to services or facilities at the airport or in and around Winnipeg.</p> <p>We take pride in sharing our complete knowledge of the airport campus and the services provided by our partner airlines, customs, retail, and food &amp; beverage providers.</p> <p>We refer clients to hospitality and tourist amenities and destinations using brochures, websites, and onsite contacts.</p> <p>We provide critical information necessary to the successful completion of a trip; including luggage, family or oversize bag information, language services, accessibility information, parking and ground transportation options.</p> <p>We attentively log found or missing items to successfully reunite owners with their precious items and fond memorabilia.</p> <p>We are dedicated to providing each customer inquiry or complaint with individualized attention and professionalism, logging and following up with phone calls, email or face-to-face service onsite.</p> <p>As proud representatives of a first-class international airport, we consistently demonstrate the safety, security, and professional traits expected of our guests and our community.</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Qualifications:</p> <p>Completion or enrolled in an arts, administration, hospitality, or tourism related program</p> <p>Competent and confident in conversational French</p> <p>Proficient in Microsoft Excel/Word/Outlook, and Internet Explorer or Chrome</p> <p>Competent with social media and a multi-line telephone</p> <p>Previous customer care, tourism, hospitality and/or food &amp; beverage</p>

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<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>experience preferred            Excellent communication and organizational skills            Strong interpersonal skills with a focus on compassion, articulate conversation, and sincerity            Highly responsible &amp; reliable, with a professional groomed appearance            Ability balance workload with busy and slow times            Proficient ability to work independently with minimal supervision            If you describe yourself as an outgoing and proud Winnipegger or Manitoban, or you are enthused about the airline or tourism/hospitality industries, we invite you to apply for this career opportunity which offers a competitive compensation and benefits package and advancement opportunities.</p> <p>Type d'emploi : Temps Plein, Temps Partiel, Occasionnel</p> <p>Salaire : 13,50 \$ /heure</p> <p>Expérience:</p> <p>Customer Service / Hospitality sector: 2 ans</p> <p>Formation:</p> <p>High school or equivalent</p> <p>Lieu:</p> <p>Winnipeg, MB</p> <p>Langue:</p> <p>Fluent French            Fluent English</p>
<b>APPLICATION PROCESS</b>	<p>Send targeted resume            Apply through your CC</p>
<b>APPLICATION DETAILS</b>	<p>Please kindly send a Targeted Resume to your Career Coach via email.            Please indicate the job number and the title in your application</p>
<b>JD</b>	<p>Chris Brown</p>