



TOWN OF INUVIK

**THE TOWN OF INUVIK IS PLEASED TO OFFER
THE FOLLOWING SHORT-TERM OPPORTUNITIES:**

**TOURISM SPECIAL EVENTS ASSISTANT (2) - TERM
16 Week Term – Wednesday June 1, 2022 to Wednesday, Sept 14, 2022
COMPETITION CLOSSES – Friday May 20th at 1pm MST 2022**

The successful candidate will:

- Be a very adaptable team player who is also able to take initiative and work diligently on their own
- Have exceptional customer service with attention to service excellence
- Have strong Microsoft Office skills (Outlook, Word, & Excel)
- Have retail experience including cash handling, inventory, and service transactions
- Have a strong working knowledge of local Inuvik businesses, tourism operators, and retail outlets for arts, crafts, and gifts.
- Demonstrate experience working with groups, visitors, community members, vendors, and clients including special events and programs

Equivalencies recognizing related education and experience may be considered.

We are looking for an energetic, local resident of Inuvik to work as our front-line ambassadors in the new Inuvik Welcome Centre as we prepare for a very busy tourism season including many community projects, programs & events.

We are offering \$21.08 per hour with an additional Northern Allowance of \$4.77 per hour for a full time, 30-37.5 hour work week with opportunities for additional overtime. The schedule will vary, with mornings, evenings and weekends required due to the variety of activities.

Please refer to the position description for more details regarding expectations and responsibilities. A job description is available at the Town Office upon request. For more information, contact Paul Watters, Human Resources Officer.

Please submit a cover letter and resume to:

Paul Watters, Human Resources Officer

Phone: (867) 777-8603 Fax: (867) 777-8601 E-mail: pwatters@inuvik.ca

Town of Inuvik • PO Box 1160 • 2 Firth Street • Inuvik, Northwest Territories • X0E 0T0

Phone: (867) 777-8600 • Fax: (867) 777-8601 • Web: Inuvik.ca