

## CUSTOMER SERVICE ASSISTANT

**Location:** Cape Jourimain Nature Centre, Bayfield, NB E4M-3Z8

**Work term:** 05/26/2019 - 09/02/2019 (*later start date possible for eligible high school students*).

**Hourly wage:** \$12.25

### Job Description

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As a not-for-profit, the Cape Jourimain Nature Centre (CJNC) relies on income from our gift shop and cafe to help fund our trails, facilities, and educational programs. Operating out of our main pavilion, we welcome over 70,000 visitors annually. The staff serve as important ambassadors to provide a warm welcome to tourists. Visitors will ask the staff for information about our facilities and trails, travel directions, the Confederation Bridge, and more! The days are filled with interactions with visitors from near and far, not just running a cash register! In addition to greeting our visitors and answering questions, day-to-day duties include: providing interesting information about our crafts and artisans, providing accurate descriptions of food and its content to customers, processing transactions in the point-of-sale, merchandising and replenishing retail and/or food displays, keeping the work area organized, and general cleaning duties. You may be asked to assist with marketing on social media, participate in special events planned for 2019, or other general operational requirements that contribute to the overall success of Cape Jourimain.

### Qualifications

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The ideal candidate will be enthusiastic, friendly, outgoing, and possess a desire to learn about Cape Jourimain and the surrounding area. Applicants must be comfortable engaging with the public and working in a team environment. Candidates should be able to withstand prolonged periods of standing, and repeated bending and/or lifting. The ability to communicate in both English and French is considered an asset. Prior experience in customer service would be considered an asset, but is not required.

### How to Apply

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Candidates can apply by emailing a cover letter and resume to: [operations@capejourimain.ca](mailto:operations@capejourimain.ca)

Please describe in your cover letter how you meet the above qualifications and include the job title in the email's subject line.

**Closing deadline:** April 30<sup>th</sup>, 2019

### Additional information

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Due to its remote location, finding a place to live can be a challenge, but we can assist with finding local accommodations or identifying rideshare opportunities.

You can find out more about Cape Jourimain by visiting our website: <https://capejourimain.ca>