



Are you Tourism Vancouver's next Receptionist? ...

Tourism Vancouver is powered by people and we are seeking a professional ***Receptionist*** to join the award-winning team!

The Receptionist is Tourism Vancouver's ambassador to the tourism community and consistently delivers a high level of service to colleagues, customers, suppliers, Tourism Vancouver members, Board members and visitors. The Receptionist is responsible for a wide variety of administrative office duties including answering incoming calls, handling mail and couriers. The successful candidate must have outstanding multi-tasking skills

Working in a prestigious downtown Vancouver office location, the successful candidate will ensure that all incoming telephone calls and visitors are handled with utmost professionalism, directed to the appropriate people and that all messages are relayed in an accurate and timely manner. The position also provides some support to Tourism Vancouver's internal departments including Human Resources and works with discretion and confidentiality at all times.

Tourism Vancouver offers a competitive remuneration package, progressive work environment and organizational culture based on our core values including pride in promoting Metro Vancouver as an international destination.

If you are truly passionate about Vancouver, have an outgoing personality with previous administrative and reception experience, are dedicated to service excellence and eager to join a high performing team, please send your cover letter and resume to careers@tourismvancouver.com by **Wednesday, August 8, 2018.**