

https://www.eco-odyssee.ca/en/job/reception-agent/

# **Reception Agent**

## **Description**

Located in Wakefield, the Eco-Odyssée Nature Park offers a unique listening attraction in the world, a water labyrinth of 6 km of water canals. Eco-Odyssey also offers other activities in a walking labyrinth, as well as glamping-type accommodation and hiking trails.

Working at the Eco-Odyssée Nature Park means participating in the development of a dynamic, cheerful family business where pleasure is part of everyday life.

### Job Description

The function of the receptionist is to welcome, guide, inform and advise visitors on the services, products and activities of Éco-Odyssée, and more generally, of the region, in order to make their stay pleasant. The receptionist is also responsible for selling park products, services and activities to visitors.

## Responsibilities

- Welcome visitors
- Determine the information likely to be requested
- Suggest the different adventures available and offer the appropriate type of boat according to the type of client (pedal boat, canoe, kayak, SUP)
- Provide information on the park's services and products and the region's attractions (phone, email, social networks, in person)
- Make payments
- Take reservations (phone, email, social networks, in person)
- Support the customer experience and encourage the extension and / or booking of stays and visits
- Sell the store's products and consumer products
- Ensure the general cleanliness of the reception
- Perform housekeeping on site

### Qualifications

- Bilingualism (French-English)
- Ability for written and verbal communication

# Hiring organization

Parc Nature Éco-Odyssée

# **Beginning of employment**

May 18th, 2024

## **Duration of employment**

Summer

### Job Location

52 chemin des Sources, J0X 3G0, La Pêche, Québec, Canada

- Being able to get to the park during the summer season
- · Love human interaction

## Other information

- Full-time availability during the summer between June 22nd, 2024 and August 25th, 2024.
- Part-time availability during the summer between May 18th, 2024 and June 21st, 2024, and between August 31st, 2023 and October 13th, 2023.

### **Contacts**

Please send your resume via this form. You can ask any question at info@eco-odyssee.ca