

Tourist Officer

Reports to: Tourism Manager

Selection Criteria

Essential

Comprehensive knowledge of the tourist facilities and attractions in Queanbeyan and surrounding region

Excellent communication skills including the ability to impart information succinctly and effectively in person and over the phones

High level of interpersonal skills and the ability to maintain these during peak visitation periods

Experience in undertaking sales and processing bookings

Sound skills in the use of Microsoft suite of software applications, including excellent keyboard skills

Demonstrated commitment to the implementation of Equal Employment Opportunity(EEO) Industrial Democracy(ID) and Occupational Health and Safety (OH&S)

Other:

Ability to work flexible hours including weekends and public holidays
Current drivers Licence.