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## **SEASONAL EMPLOYMENT OPPORTUNITY CN Station Attendant**

The Town of Smoky Lake is accepting resumes to fill the seasonal position of CN Station Attendant for the duration of July and August. The Attendant will engage with tourists visiting the Smoky Lake Region and provide information on historical sites, local events, businesses and services while ensuring the CN Station building and grounds are kept clean and tidy at all times.

### **Duties and Responsibilities**

- Develop and maintain knowledge of local and regional attractions, history, products, local events, businesses and services.
- Provide excellent customer service.
- Provide recommendations for local shopping and restaurants etc.
- Assist FCSS with programs held at the CN Station.
- Stock and sell merchandise, handle cash transactions and till reconciliation.
- Responsible for the maintenance of Pumpkin Park.
- Perform general cleaning duties and sanitizing.
- Perform other related duties as required.

### **Qualifications**

- Excellent communication and research skills required.
- Detail oriented with excellent organizational skills.
- Strong interpersonal skills.
- Positive team player who can work independently.
- Must be willing to work weekends.

Interested applicants are invited to submit their resumes, in confidence, to P.O Box 460, Smoky Lake, AB, T0A 3C0 or email [HR@smokylake.ca](mailto:HR@smokylake.ca) by 4:00 p.m. on Friday, May 24, 2024; however, the position will remain open until a suitable candidate has been selected.