



<https://www.eco-odyssee.ca/en/job/reception-manager/>

## Reception manager

### 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.

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, 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
- Receive and handle customer complaints
- Close the cash register and perform the associated tasks
- Check reservations and plan the day and reception tasks
- Communicate with the dock and the site supervisor

### Qualifications

- One year experience in customer service
- Bilingualism (French-English)

### Hiring organization

Parc Nature Éco-Odyssée

### Beginning of employment

May 20, 2023

### Duration of employment

Summer

### Job Location

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

- Ability for written and verbal communication
- Being able to get to the park during the summer season
- Love human interaction

## **Other information**

- Full-time availability during the summer between June 17th, 2023 and August 28th, 2023.
- Part-time availability during the summer between May 20th, 2023 and June 16th, 2023, and between August 29th, 2023 and October 10th, 2023.

## **Contacts**

Please send your resume via this form.

You can ask any question at [info@eco-odyssee.ca](mailto:info@eco-odyssee.ca)