



Campbell River Whale Watching and Adventure Tours Ltd.

1561 Galerno Rd. Campbell River BC, V9W 5N6

PH: 250-287-2667

Guest Service Job Description

Summary of Position

As a member of the Guest Service team with Campbell River Whale Watching and Adventure tours you are one of the primary contacts for our guests. This position requires someone who can engage with our guests, with enthusiasm, while ensuring the smooth operations of our multiple departures per day.

Job Type: Seasonal Part time, from mid May – mid October

General Duties Include but are not limited to:

- Opening or closing the office
- Communicating and following up with guests through email, phone and in person
- Checking in guests for our various departures throughout the day
- Taking bookings and tracking sales
- Communicating with industry partners to help fill seats
- Maintaining and restocking gift shop inventory
- Preparing coffee and necessary supplies for trips
- General cleaning of office, bathroom, and giftshop
- Updating sightings boards
- Supporting marketing through social media and blogs
- General administrative tasks

Required Qualifications

- Proficient in English
- Organization skills
- Comfortable working independently
- Strong interpersonal skills
- A love for the outdoors!