



**OWEN SOUND
TRANSPORTATION
COMPANY**
An Agency of the Province of Ontario

R.R. # 5
Hwy 6 & 21
Owen Sound, Ontario
N4K 5N7

Telephone: (519)376-8640
Fax: (519)376-6384

Reservation/ Tourist Information Centre Agent

Job Description

Owen Sound Transportation is looking for both Full-Time and Part-Time employees from June to September to join the Reservations/ Tourist Information Centre. As a first point of contact to the public you will provide information and assistance regarding all aspects of the Chi-Cheemaun Ferry Service. You will respond to passenger's telephone & email enquiries and also complete reservation requests using a computerized reservation system. As a fully operational Tourist Information Centre you will also be responsible for providing visitors with regional information including directions & attractions and all other duties as required. Successful candidates should be ready and willing and work in a fast paced office environment.

Job Requirements

Successful candidate must be enthusiastic, resourceful, able to provide stellar customer service experience and have strong verbal and written communication. Individual should be excited and knowledgeable about our region & service driven and able to successfully share information with our customer in person and by phone. Must be able to work independently & part of team, be self-motivated and pay close attention to detail.

All Positions

- Experience in customer service/ hospitality an asset
- Basic computer skills required for data input an asset
- Able to communicate fluently (both verbal & written) in a second language, particularly French an asset
- Available to work flexible hours during the season between 6:00am – 10:00pm, any day of the week and weekends

How to Apply

Please email cover letter and resume to: info@ontarioferries.com or hand-deliver to:
OSTC HR Coordinator
RR5 Fire# 717875 Highway 6 North (Springmount), Owen Sound

Application deadline: March 31, 2020

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, personal information is collected under the authority of the Act and will only be used for candidate selection. The Owen Sound Transportation Company Limited is an equal opportunity employer. Accommodation will be provided in accordance with the AODA and the Ontario Human Rights Code.