

# Visitors Centre Supervisor

**Closing Date: February 16, 2018 4:00pm**

Tenure: Full-time Seasonal Position

The Ditidaht Development Corporation is offering a position for the Visitors Centre Supervisor for the upcoming 2018 season.

The duties will include;

- Organizing schedules for store employees
- Managing staff
- Customer interaction
- Ordering supplies
- Maintaining standards of cleanliness
- Weekly reporting (to the Development Corp)

Candidates who have retail sales experience is an asset but not required. Those possessing First Host training will also be an asset but not required.

Interested persons please submit a covering letter and resume to:

Ditidaht First Nation

PO Box 340

Port Alberni BC

V9Y 7M8

or Fax: 1-250-745-3332 or email [jkthompson@ditidaht.ca](mailto:jkthompson@ditidaht.ca)

Applications will be accepted by fax, email or in person to the Nitinaht Administration Office and must be received no later than 4:00pm on February 16, 2018.

For further information regarding this position or the staffing process, contact Jack Thompson at 1-250-650-4933 or 1-250-745-333 or at the email listed above.

**Acknowledgment of receipt of applications will not be sent; we will contact candidates who are screened in for further consideration when the screening process is completed.**

