



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Bilingual Ticket and Reservation Clerks Port aux Basques, NL

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Are you seeking a rewarding employment experience to work in a team environment that allows you the opportunity to earn competitive wages, develop new skills, and build a career?

If so, Marine Atlantic is currently accepting applications for **Bilingual Ticket and Reservation Clerks** to work at our Terminal in Port aux Basques, NL. These positions are spare and relief and candidates can expect to work on an on call basis.

As a Bilingual Ticket and Reservation Clerk with Marine Atlantic, you will be responsible for:

- Working diligently to promote a safe working environment
- Providing a high level of customer service in both official languages
- Answering customer enquiries
- Making reservations
- Processing passenger tickets



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marineatlantic.ca/hiringnow

What qualifications do I need to be considered for this opportunity?

- Fluent in both of Canada's Official Languages
- High School or GED
- Ability to deal with the general public in a professional manner displaying good customer service skills and a positive attitude
- Computer literate, familiar with Microsoft Office
- Competent typing skills (25 WPM) and keyboarding skills

Asset Qualifications:

- Previous clerical experience
- Administrative Assistant Course from a recognized institution
- Experience working in a call center
- Customer service experience
- Previous experience working with a computerized Ticket/Reservation system

Please note: Candidates will be tested for language proficiency in their second language and must take a typing test (25 WPM) and a keyboarding test. Candidates should live within commuting distance from the terminal.

Why work for Marine Atlantic?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We are dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

How do I become part of the team?

Simply click 'apply online' below to submit your cover letter, resume, and application **before 4 pm (Atlantic Time) on 5 February, 2018.**

www.marineatlantic.ca/hiringnow

For your application to be considered, all questions must be completed.

Important Messages:

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

Marine Atlantic Inc. is committed to Employment Equity and Diversity and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities.

To receive this job poster in an alternative format, please contact the Marine Atlantic Human Resources Department.



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