

City Tour Representative

Employer: Elliot Lake Retirement Living

Posted: 17 months ago

ES Job ID: 3933

Sector(s): Customer Service

Closing Date: April 06, 2023

Location: Elliot Lake

Duration: Part Time , Temporary

Job Description:

ELRL is a premier provider of rental housing in the City of Elliot Lake. ELRL owns and operates 1,375 residential rental units including houses, townhouses and apartments spread throughout the community. As an integral part of the Marketing and Sales team, this position is responsible for the introduction of Elliot Lake and Elliot Lake Retirement Living to potential residents.

The City Tour Representative is responsible for acting as concierge, welcoming the clients upon their arrival, providing comprehensive and informative tours of the community and its history, and being aware of upcoming events happening within the community.

The position is a contract position, for a 5 - 6 month period of time commencing in May, with variable weekly hours of approximately 20hrs/week.

Required Skills:

All successful candidates should possess excellent communication and interpersonal skills, have a positive outlook, a valid driver's license and clean driving record, and extensive knowledge of the City and the surrounding area.

How to Apply:

Please submit a resume in confidence by 4 p.m. on April 6, 2023, to the attention of:

Manager of Sales and Lease Administration
Elliot Lake Retirement Living
289 Highway 108
Elliot Lake, ON
P5A 2S9
Fax: (705) 848 - 7514

ELRL is committed to ensuring equal access and participation for people with disabilities. Assistance and accommodation may be available during the application and hiring processes. Please contact us at 705 848 4911 to request accommodation.