**Job Description:**

**Receptionist - Drummond Island Tourist Association (DITA)**

The objective for the **Receptionist** position is to greet visitors to Drummond Island in a warm, welcoming manner while providing the information needed to enjoy the experiences they seek by utilizing DITA members’ resources. In addition, it is the responsibility of the Receptionist to support and assist the activities of the Manager of Operations/Member Services and Marketing Manager. To achieve this, the following knowledge, activities and skill sets are required:

**Knowledge:**

* Awareness of experiences and resources offered by DITA members and Drummond Island.

**Activities:**

* Greet customers/visitors in a warm and friendly manner;
* Clean office and restrooms;
* Ensure that flyers and DITA member brochures are stocked and ready for distribution to visitors;
* Order office, cleaning and other supplies needed to support the office;
* Provide administrative support to both Manager of Operations/Member Services and Marketing Manager, to include:
	+ Data entry;
	+ Typing letters and other forms of communication to DITA members and customers/visitors;
	+ Printing and assembly of materials as needed for:
		- Prospective DITA member presentations
		- DITA and other board meetings
	+ Assist with any mailing campaigns
* Contact members to replenish materials
	+ Brochures
	+ Trail maps
	+ Etc.
* Send out weekly visitor guide mailings

**Skills:**

* Computer:
	+ Data entry;
	+ Knowledge of various email platforms (preferred, not required);
	+ Manage spreadsheets - input, edit, calculate and manipulate numbers and data for reports (preferred, not required);
* Strong team player supporting the efforts of all coworkers and creating a positive environment while working together in such a manner to ensure all established goals are met;
* Outgoing personality that reflects a willingness to help visitors enjoy their time on Drummond Island so they return and encourage others to visit as well.

**Summary**

The ideal candidate for this position will be an organized, high energy team player who presents themselves in a warm, welcoming, helpful manner and possesses strong verbal and writing skills as well as a solid computer aptitude.

**DITA Goals: Attract more tourism to Drummond (revenue) while maintaining the assets and resources that make Drummond Island tourist destination.**

* **Increase number of DITA members**
* **Broaden the year-round tourist season**