

Visitor Centre Coordinator

SELECTION CRITERIA & APPLICATION INFORMATION

The successful applicant will assist the CEO in the management of the daily operations of the Denmark Visitor Centre. Roles include answering queries and making bookings; training and supervision of Visitor Centre staff; and undertaking administrative functions.

Essential:

- Previous experience in sales, customer service, tourism or public relations.
- Ability to work in a multi-disciplinary team environment, both as a supervisor and participant.
- Demonstrated ability to run training programs and coordinate staff/volunteers.
- Excellent oral and written communication, interpersonal and presentation skills.
- Excellent customer service skills, including sales and telephone techniques.
- General administration and professional office practices.

A salary of \$45,000pa is on offer, subject to individual experience and qualifications.

For further information contact the CEO of Denmark Tourism Inc:

Justine Nagorski

Phone: (08) 9848 2055

Email: ceo@denmark.com.au

Applications should include Curriculum Vitae and a statement addressing the Selection Criteria listed above. Applications marked "Confidential – Position Vacant" should be forwarded by **4pm, 15 February 2012** to the CEO via email at ceo@denmark.com.au or post:
73 South Coast
Highway, Denmark, WA, 6333.