



An Affiliate of the Métis Nation of Alberta
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Summer Gift Shop Attendant

Location: Métis Crossing, Smoky Lake, AB

Closing Date: Until Suitable Candidates Found

Position Status: Seasonal (May – August), Full time (40 hours per week)

The Organization

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With their unique designs that combine both traditional and contemporary Métis craftsmanship, The Lodge and the Gathering Centre at Métis Crossing are special blends of comfort, culture, and Métis history. Directly adjacent to the Cultural Gathering Centre, our 40-room boutique Lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered here to trade. The Cultural Gathering Centre is the base for all our cultural and educational programs. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. Together they are an ideal location for corporate and government retreats as well as family gatherings.

The Opportunity

Métis Crossing seeks a dynamic & expressive individual for the position of Summer Gift Shop Attendant. This is a summer term position with an end date of September 1st, 2024. The successful applicant will execute Gift Shop/front desk administrative functions ensuring high quality customer service within the Gathering Center/Gift Shop function. The successful candidate will work as a member of the Métis Crossing Team to achieve overall performance goals, guest satisfaction, identify opportunities for improvement and maintain an efficient, effective, and friendly work environment.

Key Responsibilities

- Be the champion of INFO POS, point of sales system, and become an expert in all its functions.
- Proficient with data entry, process development: admissions and gift shop sales and acquisitions, company correspondence, and office procedures.
- Handle and process reservation bookings using MRS (Meridian Reservation System).
- Promptly meet deadlines with professionalism handling phone calls, emails and in-person inquiries.
- Provide exceptional customer service and follow procedures to ensure high service standards.
- Work scheduled shifts (you may work mornings, afternoons or evenings).
- Ability to multi-task and work in a fast-paced environment.

- Proven ability to problem solve.
- Excellent organizational and time management skills.
- Computer literate with Microsoft Office programs and others.

Skills & Competencies

- Critical thinking skills.
- Excellent verbal and written communication skills.
- Superior interpersonal skills and the ability to build strong relationships with others.
- Ability to identify, develop, and execute initiatives and messages to different audiences.
- Ability to assess options, engage different perspectives, and create strategic solutions for communications challenges.
- Ability to manage multiple priorities and project deadlines.
- Political sensitivity and ability to deal with confidential information.

Other Requirements

- Must be returning to school full-time in the Fall 2024.
- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check required.

Employment Details:

- Schedule will be based on a 40-hour work week, and will include weekdays, weekends, and holidays.

What we Offer:

- A rich Indigenous cultural experience.
- Opportunity to work at the first Major Métis cultural destination.
- Part time or casual employment during the school year.
- Training.

Please send your resume to employmentmc@metis.org

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.