

City of Fredericton
Bilingual Tourism Office Assistant / Visitor Information Counsellor (Student Position)

The City of Fredericton is a growing, busy, and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join us as we continuously seek new ways to improve and inspire at the City of Fredericton.

Bilingual Tourism Office Assistant / Visitor Information Counsellor

What You'll Do:

Build your skill set and make a difference in your community! Our Office Assistant / Visitor Information Counsellor becomes part of a close-knit team that works diligently for Fredericton Capital Region's Tourism Industry and shares their learned knowledge with our visitors and residents. This high-energy person loves working with the public and has strong MS Office abilities. They will assist with a variety of administrative tasks, programming and events.

Top Responsibilities:

- Administrative support to a busy office.
- Answering phones and correspondence in both of New Brunswick's official languages.
- Keeping oneself up to date on current and upcoming events in the Fredericton Capital Region.
- Encouraging visitors to lengthen their stay by counselling them about activities, events, packages, accommodations, and dining options available in the Fredericton Capital Region.
- Assisting with website updates.
- Maintaining databases & data entry.
- Packing literature.
- Keeping inventory.
- Making deliveries.
- Proofreading.
- All staff are deployed as part of Fredericton Tourism & Events' operations team, as required. This could involve walking, lifting, carrying, pushing, pulling, loading, and climbing as part of the Garrison Night Market or at Fredericton Al Fresco locations.
- Other duties, as assigned.

Your Qualifications – Required.

- A positive attitude and an eagerness to continuously learn are essential.
- Fluency in both English & French **is required** (please state your level of French proficiency).
- Must be enrolled in a post-secondary school or university.
- Ability to focus within a busy environment with a strong attention to detail.
- A valid Class 5 driver's license **is required**.

Your Qualifications – considered an asset.

- Skilled writing is a benefit.
- Customer service experience is an asset.

All About the Fit:

Doing this job well requires a dedicated, resourceful, flexible, and committed individual.

The Office Assistant / Visitor Information Centre Counsellor receives tasks from many staff through their supervisor. It is important that they manage multiple priorities effectively. Many responsibilities require attention to detail and the ability to concentrate in a busy environment.

The organizing, prioritizing and timely completion of assigned tasks is expected to be done independently - with direction but without constant supervision.

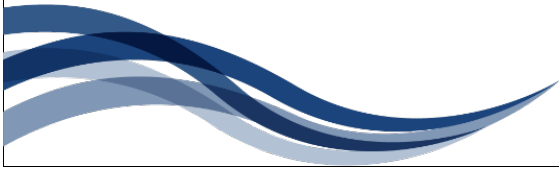
Lifting heavy boxes, moving tables and chairs, setting up tents and other infrastructure is a regular occurrence.

While the majority of shifts will be located inside a climate-controlled environment, being outside at programming and events in varying degrees of weather will be an occasional component of the position.

WORK STATUS: Full-time May- end of August & Part-time September-April (10 hours/week)	HOURS OF WORK: Regular hours are 8:15 a.m. to 4:30 p.m., Monday to Friday; flexibility to work evenings and weekends will be required occasionally.
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SALARY:

Student Level 2 - \$17.50/hour

WORK LOCATION:Fredericton Capital Region Tourism
494 Queen Street, Suite 100**CLOSING DATE:** Applications will be received up to **May 8, 2026, at 4:30pm**. While we thank all of those who apply, only applicants selected for an interview will be contacted.**Fredericton**
www.fredericton.ca