



# WE'RE HIRING!

## Guest Services Representatives – Calgary Tower

Do you want to meet people from all over the world? Are you a friendly and outgoing person who loves Calgary? If you're looking for an exciting opportunity this fall, we want to meet you.

We have several immediate openings for full-time Guest Services Representatives at the Calgary Tower. Under the leadership of the Manager and Supervisor, you will provide exceptional customer service to our guests. You will greet people, answer questions about Calgary, and provide visitors with an unforgettable experience 525 feet above the downtown core.

### Additionally, as a Guest Services Representative, you will

- Process retail transactions and handle cash
- Merchandise and sell retail products
- Respond to in-person and telephone inquiries
- Assist supervisors and managers as required
- Perform additional duties within your areas of interest (the sky's the limit – literally!)

### Your diverse set of skills and qualifications include

- A High school diploma and/or post-secondary education
- Maturity, flexibility, reliability, and punctuality
- Cash-handling experience
- Professionalism
- A courteous, personable, and engaging attitude
- Fluency in English
- Excellent communication skills
- Computer skills (Microsoft Office Suite)
- A strong orientation toward customer service and teamwork
- The ability to take initiative and multi-task
- A strong work ethic based on honesty and integrity

Guest Services Representatives work full time hours that include days, evenings, weekends, and public holidays. Only candidates with 7-days-a-week flexibility will be considered.

The Calgary Tower is professionally owned and managed by Aspen Properties Ltd, so you will represent a company with a reputation for integrity, leadership, and vision. If you would like to be part of the Tower team, send your resume and a cover letter that highlights why you would be a great fit to [careers@calgarytower.com](mailto:careers@calgarytower.com).

**Closing Date:** Friday August 6<sup>th</sup>

**Employment start date:** Monday August 23

