

## Job Vacancy

# Project Administrative Officer (Temporary) – Recreation, Tourism & Culture

CUPE Local 3864 Salary Scale Step 4 : \$2,377.01 - \$2,971.26 plus Benefit Spending Allowance

### Requirements

- Graduation from University or post-secondary institution in marketing, business administration, arts or tourism.
- Strong customer service skills.
- Ability to multi-task and work within a fast-paced environment.
- Experience in tourism-based sales and promotions and/or tourism-based customer service.
- Ability to communicate verbally or in writing in both official languages (English / French) is a requirement.
- Valid Class 5 Driver's license

**Send your resume to**

[HR@fredericton.ca](mailto:HR@fredericton.ca)

**before March 17, 2025  
at 4:30 p.m. AST**



# Job Vacancy

# Project Administrative Officer – Recreation, Tourism & Culture

Join our dynamic team as a Project Administrative Officer and play a pivotal role in promoting and developing the vibrant City of Fredericton as a top tourism destination!

Reporting to the Manager of the Tourism & Events Division, the incumbent will promote, sell and develop the City of Fredericton as a tourism destination. Ability to multi-task with an attention to detail is essential.

The incumbent will primarily be working in a team environment however they will also be required to exercise independent judgement, initiative and creativity, and be able to deal effectively with the public and the tourism industry in a professional, courteous and tactful manner. Irregular hours, travel and overtime are required on occasion.

## What You'll Do:

- Daily management of telephone, e-mail, social media messaging and walk-in requests for information as required.
- Assisting visitors and the public, in general, with a commitment to excellent customer service.
- Long and short form copywriting as it relates to the digital space, including web copy.
- Overseeing the Fredericton Visitor Information Centre. This includes but is not limited to the scheduling, supervising of staff, organizing and delivering training, working with industry, as well as welcoming and trip planning for visitors.
- Work also involves identifying, coordinating and assisting with tourism initiatives
- Performing related duties as assigned. Over time, the tasking and duties may change within the destination marketing and product development mandate of the Tourism Division.

## What You Bring:

- The ability to communicate in both official languages (verbal and reading).
- Ability to identify issues or problems and develop strategies, ideas, and opportunities for resolution.
- Well-developed and concise oral and written communication and interpersonal skills.
- Ability to effectively contribute to the establishment, maintenance and success of work teams focused upon achieving individual, team and departmental goals.
- A thorough knowledge of modern office practices, procedures, methods, and equipment.
- Proficient in the use of Microsoft Office (Word, PowerPoint, Outlook, and Excel).
- The incumbent must possess the ability to plan, coordinate, implement, and evaluate projects; the ability to interpret and analyze proposals and statistical reports and the ability to project a professional image.
- Valid Class V Driver's License.

## Perks:

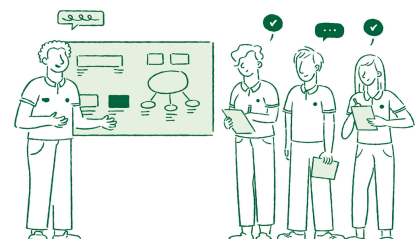
- Bi-weekly benefit spending allowance of \$275.00.
- Comprehensive benefits package including Health, Dental and Pension plans.
- A chance to make a tangible difference in the lives of residents and in the organization.

## How to apply:

Email your resume and cover letter to [HR@fredericton.ca](mailto:HR@fredericton.ca) on or before **March 17, 2025 at 4:30 p.m. AST.**

**The City of Fredericton is an equal opportunity employer.**

**Only those applicants selected for further consideration will be contacted.**



**Fredericton**



**WHERE CAREERS &  
COMMUNITY FLOURISH**

