Port Hedland Peace Memorial Seafarers Centre Inc.

ABN 94 692 917 863

POSITION DESCRIPTION

CENTRE ASSISTANT

1. Attend to all tourists, locals and visitors in a friendly welcoming manner.
2. Present positive and accurate information about tours, local businesses, community and the Town.
3. Promote all tours, local events, attractions, accommodations and dining options.
4. Answer telephone, email and face to face enquiries related to all aspects of tourism information and assist with bookings.
5. Maintain stock levels and keep the shop neat and tidy.
6. Perform sales using Centre retail POS system
7. Maintain brochure displays.
8. Undertake general housekeeping duties to maintain a clean and tidy Centre, including the entry area in front of the building.
9. Assist with the offloading and unpacking of newly-arrived stock boxes as necessary.
10. Support all other staff in their duties as time and demand allows.
11. Perform any other duties within the scope of your expertise as requested by management.

Human Resources Manager

Last updated: 10 July 2019

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For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. John 3:16