**cSales and Service Attendant Supervisor**

**Kings Landing Corporation**

**Open**

**Contract**

**Prince William, N.B.**

***There’s No Time Like the Present to Discover the Past!***

***For more than 50 years, Kings Landing has had a commitment to ensuring our future generations understand and learn through immersive, hands-on interpretation.***

**Who we are**

We invite you to join the Kings Landing team! Kings Landing’s mission is to attract, engage, enrich, and educate the people of New Brunswick and visitors by showcasing the well-researched adaptation of people who lived along the St. John River Valley in the 19th century.

**What you will do**

Reporting to the Visitor Services Manager, the Sales and Service Attendant Supervisor is responsible for overseeing our retail and admissions team at the Welcome centre as well as our two on-site stores, the Peddler’s Market and the Grant Store.

Some Duties/Responsibilities include:

Supervise staff

* Assist in the hiring, training, supervising and coaching of a team of retail and admissions staff
* Promote and enforce all applicable health and safety policies and regulations
* Assign and schedule work
* Provide orientation to new staff

Provide customer service

* Greet public/respond to inquiries, both over the phone and in-person
* Book reservations and prepare for group tours
* Operate cash registers, handle cash and verify deposits
* Assist with the setup for special events

Related duties

* Store and stock supplies
* Complete inventory counts of supplies and equipment

Perform other related duties as assigned.

**Work Environment**

* Location: Kings Landing, Prince William, NB
* Environment: Occasional mild exposure to inclement wweather; long periods standing
* Standard hours of work: Shift work with variable hours including daytime and evening shifts, weekends

**Who you are**

You are a dynamic and experienced professional with a passion for the hospitality industry. You possess excellent leadership skills, allowing you to effectively manage and motivate a diverse team. Strong organizational abilities are essential, as you will be responsible for overseeing daily operations, ensuring high standards of service, and maintaining a welcoming atmosphere for guests. You also have a keen eye for detail, exceptional problem-solving skills, and the ability to handle stressful situations with grace.

**Your attitude, skills and interests are just as important as your area of study. We are looking for diverse backgrounds that bring a combination of the following:**

**Need to have**

* High school diploma or equivalent
* At least 4 years of related work experience, including two years of supervisory experience.
* experience
* Written and spoken competence in English and French is required

***An equivalent combination of education, training and experience may be considered***

**Nice to have**

* WHMIS certification

**Wage**

$27.12 per hour

**Providing a safe workplace for all.** Your health and safety are important to us. GNB has implemented preventative measures across the organization to ensure your health and safety.

**How to apply**

We encourage applicants to apply by mail at the following address, or by email at Recruitment.KingsLanding@gnb.ca, indicating competition number **R18-2024/2025-006**. This competition may be used to fill future vacancies at the same level.

Kings Landing

5804 Route 102

Prince William, N.B. E6K 0A5

Telephone: 1-506-363-4954

We thank all those who apply, however, only those selected for further consideration will be contacted.

* **A Criminal Record Check and Vulnerable Sector Check is required prior to appointment**

**Equal Opportunity Employer**

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Aboriginals, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](https://www2.gnb.ca/content/gnb/en/services/services_renderer.5028.Equal_Employment_Opportunity_Program_.html#:~:text=The%20Equal%20Employment%20Opportunity%20(EEO,employment%20with%20opportunities%20for%20advancement.) and veterans, who are among the most qualified, will be given preference at the time of selection.

*The New Brunswick Public Service: Improving the lives of New Brunswickers every day!*