

# JOB POSTING

## Destination Concierge

<b>POSITION:</b>	Destination Concierge
<b>DEPARTMENT:</b>	Indiana Dunes Tourism
<b>WORK SCHEDULE:</b>	Part-Time
<b>SALARY:</b>	\$8.50 per hour
<b>STATUS:</b>	Part-Time Seasonal
<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Porter, IN
<b>REQUIRED EDUCATION:</b>	High School
<b>REQUIRED EXPERIENCE:</b>	Limited
<b>REQUIRED TRAVEL:</b>	Occasional – Porter County

**SCHEDULE: Friday of Memorial Day weekend through Labor Day weekend:  
Monday & Wednesday Noon – 6:30 pm; Tuesday & Thursday 7:45 am – 2:00 pm**  
Hours are subject to change  
Must be available to provide coverage when needed on other days

Indiana Dunes Tourism is seeking a responsible, mature person to fill the position of Destination Concierge. This is a seasonal part-time position, requiring four days in the office. The Destination Concierge will greet and assist visitors, answer phones, direct calls, complete brochure requests, stock brochure racks, collect visitor information, perform data entry, complete projects, utilize the computer and Internet, assist directors and provide additional clerical duties.

### REQUIREMENTS:

- Friendly and courteous manner, and a professional appearance
- Extensive knowledge of Porter County roads, attractions, and businesses
- Demonstrated computer experience with a high competency level in Microsoft Office software and Internet utilization as well as possess a willingness to learn and utilize new software and equipment (email, web search, apps, mapping, etc.)
- Ability to answer multiple telephone lines and direct calls in a professional, and responsible manner
- Ability to lift 30+ lbs repetitively
- Ability and initiative to work independently and within a team environment
- Ability to cover co-workers on vacation, off for illness, etc.
- Ability to read maps, draw, diagram, write or map simple directions
- Must have a valid U.S. driver license

Please submit resumes/letters by March 1, 2017 to: [nupur@indianadunes.com](mailto:nupur@indianadunes.com) or  
Indiana Dunes Tourism  
Attention: Operations Director  
1215 N State Road 49  
Porter IN 46304