



Sales Representative

The Nibiischii Corporation is an Indigenous non-profit organization mandated by the provincial government to oversee the development and management of the Albanel-Mistassini-Waconichi Wildlife Reserve. Its mission is to sustainably develop the territory for tourism purposes, while showcasing the region's wildlife, flora, and Cree culture.

Reporting to the Division Head – Customer Experience, the Sales Manager is responsible for the entire sales process, advising clients in the selection of their stay, and managing negotiation, coordination, and confirmation of reservations, particularly for corporate and organized groups.

Responsibilities

- Receive, analyze, and follow up on incoming requests for proposals
- Manage availability and suggest alternative dates
- Prepare preliminary budgets and draft proposals
- Negotiate rates and develop offers for tour operators and corporate clients
- Issue booking confirmation documents, rooming lists, and group contracts
- Handle client requests, ensure follow-up, and guarantee timely progress of files
- Enter confirmed reservations into the CRM or appropriate system

Requirements

- Minimum of 3 years' experience in group sales, hospitality sales, or a similar role
- Excellent organizational, planning, and follow-up skills
- Strong negotiation abilities and comfort with pricing models
- Excellent communication skills in French and English; knowledge of the Cree language is an asset
- Proficiency with computer tools, Microsoft Office suite, and CRM systems
- Customer-oriented mindset and ability to build strong relationships
- Experience working with First Nations or in Indigenous-owned tourism operations is an asset

Skills

- Adaptability and autonomy
- Client focus, discretion, and diplomatic abilities
- Bilingualism (French-English); knowledge of Cree is an asset
- Attention to detail, organizational skills, and strong observational abilities

Working Conditions

- Variable schedule, 35 hours per week
- Full-time, permanent position
- On-site housing available
- Salary according to the current collective agreement
- Insurance and pension plan

Please apply before November 28, 2025, to: aleroux@nibiischii.com

The use of the masculine gender in this document is solely intended to simplify the text.