



BRIGETTE TUNNUQ

Front Desk Officer

MEADOWBANK, AGNICO EAGLE

Brigette is a front desk officer at Meadowbank. She began with the company as an on-call employee for the housekeeping department but was eventually hired on a full-time basis. Before working for Agnico Eagle, Brigette worked at the post office at the North West Company, as well as a receptionist at her local dental clinic. To ensure her success, she has participated in first-aid and respiratory training, as well as Agnico Eagle's supervisor training.

Brigette's work allows her to see and meet a variety of people everyday. Although her job requires her to be away from home 14 days at a time, she feels as though it allows her to be more connected with the rest of the Kivalliq region as well as Canada, because she gets to meet people who come from a wide variety of places.



JOB GOALS

- Check-in and check-out employees
- Manage room allocation and communicate changes to housekeeping leader in a timely manner
- Oversee front desk operations
- Manage ground transportation
- Update and manage the camp workforce schedule daily
- Communicate transportation information to guests
- Complete payroll by entering pay in system and sending to supervisor for approval
- Occasionally perform guest room attendant, janitor, and laundry tasks

SKILLS THAT PLAY A PART

- Sociable, organized, welcoming, pleasant demeanor
- Excellent communication skills and professional communications etiquette (oral and written)
- Ability to work independently with minimal supervision, as well as in a team
- Excellent working knowledge and technical abilities with telephones and computers (Microsoft Office software, FLO, JDE)

EDUCATION AND TRAINING NEEDED

- 3-4 years experience in similar role