

# IELTS READING- Tourist Information Centre Manager, Job Description S37GT3



IELTS READING Tourist Information Centre Manager, Job Description Reading Practice Test has 10 Questions belongs to the Career Development & Employment subject..

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Tourist information centre managers oversee the services that promote leisure and tourism in the local area and provide information both to visitors, local businesses and residents.

Question 15-20

Complete the diagram using **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 15-20 on your answer sheet.

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The main responsibilities of the role are:

- publicise the centre's services and implement marketing strategies to raise the profile of the centre, increase footfall and sales, and generate more income.
- control and monitor the centre's budget to make sure targets are met in the most cost-effective way.
- buy merchandise and souvenirs for the tourist market to sell in the gift shop.
- keep up-to-date with changes in tourist activities and events.
- ensure the centre is well presented, organised, easy to use and accessible.
- communicate information to members of the public and deal with enquiries in person and by post, email, social media and phone.
- prepare reports for senior management and attend meetings with senior managers and tourism businesses.
- manage the recruitment and training of staff.
- supervise staff and volunteers, working out staff rotas and cover for the centre.

Questions 21-27

Complete each sentence with the correct ending A-G below.

Write the correct letter A-G boxes 21-27 on your answer sheet.

A. to match the height of the user.

B. are associated with sedentary work.

C. when they are shared.

D. when the seat swivels.

E. when considering blood circulation.

F. to match use.

G. depends on the nature of its surroundings.

21 Adjustability of chairs is important...

22 Ergonomic equipment is designed...

23 The materials chosen for some elements of a chair...

24 The position of the feet is important...

25 The position of a computer screen should be adjusted...

26 A number of medical conditions...

Skills needed:

- excellent communication skills for dealing with customers and contacts in local businesses and visitor attractions.
- good interpersonal and management skills to lead a team of staff.
- problem-solving ability and negotiating skills to successfully run the centre.
- IT skills to help with website development, social media, e-commerce and online booking.
- business or commercial awareness.

This is a fascinating and interesting position and would suit a competent, business-orientated person who enjoys interacting with members of the public, businesses, and special-interest groups.

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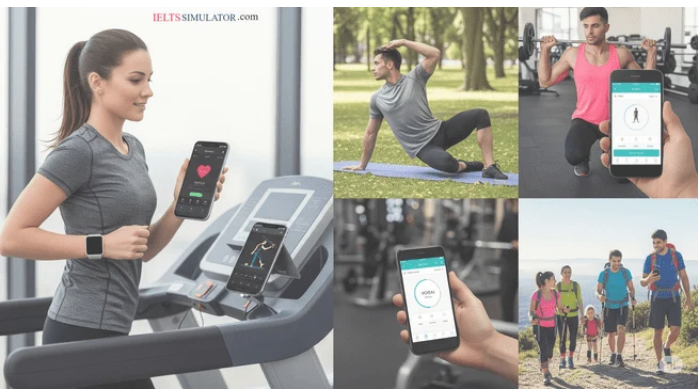
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