
Position Vacancy: Event Services Coordinator

Great City, Great Work, Great Future!

DEPARTMENT:	Anvil Centre	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE 387
HOURS OF WORK:	Non-standard work hours*	SALARY:	\$26.11 to \$30.73 per hour + 12% in lieu of all benefits

The City of New Westminister is seeking two auxiliary Event Services Coordinators for the brand new Anvil Centre. The Anvil Centre encompasses 84,000-square feet of interior space and includes: conference and meeting facilities, banquet/event spaces, flexible 350-seat non-proscenium theatre, multi-purpose rooms, multi-purpose art studios, a new media art gallery, gift shop, the City's Museum and Archives, the Canadian Lacrosse Hall of Fame, Tourism New Westminister's visitor information, restaurant and retail space.

Reporting to the Event Logistics Coordinator, you will act as the facility liaison and work collaboratively with related internal and external event coordinators, staff, suppliers and contracted services to ensure the successful implementation of events. You will also oversee the provision of client services during events to ensure exemplary customer service and to provide leadership and direction to a variety of event staff. Your other responsibilities will include: coordinating beverage sales and services for events with the contracted caterers; ordering a variety of beverages and liquor; and handling cash.

REQUIREMENTS:

- Completion of Grade 12 and courses related to the work plus a minimum of 3 years of related experience in a conference centre environment. An equivalent combination of training and experience acceptable to the employer may be considered.
- Serving It Right Certificate.
- Sound experience in providing leadership and direction to staff.
- Ability to work collaboratively with a variety of internal and external stakeholders, ensuring exemplary customer service is demonstrated at all times.
- Demonstrated ability in establishing and maintaining effective working relationships with clients, staff and contracted service providers.
- Effective communication both orally and in writing and ability to prepare various records and reports related to the work.
- Ability to coordinate, monitor and evaluate events ensuring compliance with licensing regulations in conjunction with the contracted caterer.
- Highly developed organizational skills and demonstrated ability in coordinating the execution of events.
- Ability to assist in the development and implementation of various projects.
- Ability to provide assistance with building service and maintenance work as required including monitoring inventory and maintaining appropriate supplies and ability to perform minor facility repairs and general maintenance work.
- Working knowledge of event booking management systems (i.e. Ungerboeck event booking system is preferred).
- Experienced in the monitoring and tracking of alcohol sales, inventory and supplies.
- Proficiency and accuracy in cash handling procedures.
- Working knowledge of applicable health and safety regulations.
- Physical ability for the work (i.e. standing for long periods of time).
- Proficiency in Microsoft Office suite i.e. Excel, Word and Power Point.
- Valid Class 5 BC Driver's License.
- The ability to pass and maintain a criminal and police record search.

***Shift schedules will be event based. The successful candidates will have the ability to work days, evenings, weekends and statutory holidays.**

Apply by sending your resume quoting **competition #14-89, by October 1, 2014** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*