

EXHIBITION PARK

3401 Parkside Drive South, Lethbridge, AB T1J 4R3

Phone: 403.328.4491 Fax: 403.320.8139



Posted: February 13, 2012

Closes: 4:30 pm February 24, 2012

Facility Rental Assistant Coordinator Position

Reports to: Supervisor of Marketing

You will have the following qualities to be successful in this position:

- Multi-tasking abilities
- Sales and planning coordination
- Ability to work under pressure situations and deadlines
- Flair for creativity
- Excellent written and oral communication skills
- Proven organizational skills with attention to detail
- Computer proficient in office applications such as Microsoft, Auto Sketch and Smart Draw (data base an asset), Event Pro
- Positive Team player attitude
- Ability to establish and maintain good working client relationships in a business environment
- Demonstrated skills/experience in event co-ordination

Your duties include, but are not limited to:

- Outside and inside sales
- Maintenance of a client account list
- Handle rental inquiries and make bookings as required
- Co-ordinate all aspects with respect to bookings
- Must be computer efficient in booking events into our Event Pro Calendar Computer Program and other duties as may be assigned
- Assist with Facility Rentals and Special Events in conjunction with the rentals/marketing events
- Administrative duties as assigned

To be considered for this position, we ask for your consideration by including the following in your resume:

1. Available start date
2. Salary expectation
3. Three references

Please forward your resume to: Exhibition Park, 3401 Parkside Drive South,
Lethbridge, Alberta T1J 4R3
Attention: Doug Kryzanowski, Manager of Marketing

Email: doug@exhibitionpark.ca

Thank you for your interest in this position. This is an equal opportunity position.
Only selected candidates will be contacted for an interview. Salary will commensurate with experience.