

Office and Event Assistant



Job Summary: The Office and Event Assistant works exclusively for, and reports directly to the General Manager. The Office and Event Assistant is responsible for, but not limited to, the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative and clerical services to ensure effective and efficient operations.
- Type correspondence, reports and other documents.
- Assist in the development of operational procedures and policies for the new Ponoka Ag Events Centre utilizing knowledge of the industry, and user requests and comments to ensure the facility meets the needs of the agriculture community.
- Assist in the development of new and ongoing promotional materials for the Centre.
- In cooperation with and under the direction of General Manager, assist in the planning and execution of "special events" for the Centre for the purpose of showcasing the facility.
- Assist to complete all administrative tasks related to day to day operations of the Centre.
- Assist with conducting pre-event checks and follow-up with clients to ensure all details are communicated and understood.
- Assist to ensure clients are aware of all rules and regulations, pricing, parking and ingress and egress procedures, times and dates.
- As required, be in attendance during ingress and/or throughout the event to ensure that all clients' needs are met.
- Assist in conducting tours for clients upon request
- Maintain excellent customer service and communications on a consistent basis
- In cooperation with the General Manager, prepare presentations, bids or other required materials to attract events to the Centre.
- Assist the General Manager in the development of the annual budget
- Track and provide statistical information to the General Manager for reporting on a quarterly basis.
- Distribute, collect and compile results of satisfaction survey for all events and report as determined.
- Assist other departments as required for the smooth operation of all major events hosted by the Centre.
- Complete accounts receivable, accounts payable and payroll functions for the Centre
- Operate Office machines, such as photocopiers, scanners, facsimile machines and personal computers.

- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail
- Deliver messages and run errands
- Inventory and order materials, supplies and services
- Prepare meeting agendas, attend meetings, and record and transcribe minutes
- Maintain and update filing, inventory, mailing and database systems, either manually or using the computer
- Maintain website to ensure it is current at all times.
- Perform such other related duties as assigned by the General Manager.

Limitations

Will not interfere with or hinder the completion of duties by any other staff member outside his or her realm of responsibility.

No gifts or gratuities will be accepted which would embarrass or conflict with the best interests of the business.

Issues of confidentiality for the staff, customers and the business will be respected and any necessary constructive discussions will be limited to the General Manager.

Hours of Work

To average 40 hours per week, but will be determined by business flow. Will require additional time during peak seasons and large events

Will include days, evenings, weekends and holidays

Completion of work to meet deadlines may require additional time.

Requests for time off in lieu of extensive overtime may be addressed to the General Manager

Salary

Commensurate with experience.

Probationary Period and Evaluations

There is a 90 day probationary period for all Employees.
Evaluations will be completed prior to expiration of the probationary period, and annually thereafter.

Salary increases will be based upon performance, departmental budget and cost controls, and within the budget approved by the Board of Directors. .