

Tradex (Fraser Valley Tradex & Exhibition Centre) is a 120,000 sq. ft. exhibition centre located in Abbotsford. We host over 100 events each year with just over 400,000 guests visiting our building.

The operational standards of Tradex require us to have an OFA, minimum Level 2, on-site during all event hours, including move-in, event & move-out.

We are looking for OFA attendants that are interested in working events at Tradex in an OFA capacity.

Details:

- Shifts are scheduled based on event requirements
- # of shifts/week vary, depending on the event calendar
- Shifts will include evenings and weekends
- Rate/hour is negotiable based on experience
- Complimentary staff parking
- Discounted staff meals at Tradex Food Service
- Fully stocked First Aid Room

Job Specific Responsibilities

OFA

(Occupational First Aid Attendant)

PRIMARY FUNCTIONS

Customer service, response and treatment of all medical concerns

RESPONSIBILITIES *include but are not limited to:*

- Being certain each guest is greeted with a smile and assisted and directed in a courteous manner.
- Check in with the duty manager and ensure that you are briefed on the details of the event.
- Ensure you are issued a two-way radios and keys.
- Circulating around assigned area to ensure any problems are dealt with.
- Ensuring that you are fully versed with TRADEX policies.
- Ensuring any required reports are completed for your shift as well as specific incident reports as required.
- Informing management of:
 - Injuries to Guests/staff
 - Low on Supplies
- Ensuring personal knowledge of emergency procedures.
- Due to unplanned volume, OFA may be requested to work in a host capacity, assisting guests as directed by the duty manager.