

## DUTY MANAGER JOB POSTING

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**Position Title:** Duty Manager

**Reports to:** Sr. Event Manager

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**For over 25 years, Tradex has been hosting some of Western Canada's largest and most dynamic consumer and trade shows. With events most weekends throughout the fall, winter, and spring, we are looking for service-oriented team members to join our team for the upcoming event season.**

### **Flexible, Part-Time Work**

We offer flexible work schedules and great team benefits. Our fun and positive environment offers several different types of part-time positions and is structured well for students, part-time retirees, and those looking to supplement their income from September through May.

### **Positive, Collaborative Team**

Team member discounts, seasonal incentives, team members functions, and community building are part of what make Tradex a great place to work. We strive to deliver great guest service in a positive, team-first environment - if this aligns with what you are looking for in a place to work, please forward your resume today.

### **Job Summary**

This position ensures that all guests, other team members, and general public are acknowledged and provided with exceptional customer service during a variety of events. Performing general cash duties as required

### **Key Responsibilities**

The Duty Manager plays an integral role in managing events at Tradex. This management position requires a person that can work in a fast paced, detail-oriented environment, who has exceptional written, and verbal communications skills, as well as great team building skills.

### **Operational Responsibilities include:**

- Event Logistics
- Team Member deployment
- Opening & Closing of facility
- Maintain all event related logs

- Ensure the safety of all guests & team members
- Cash Management

#### **Other Duties:**

- Assist with the research, development and implementation of various projects as directed
- Assist with building services responsibilities
- Attend internal planning meetings as requested
- Other duties as required by the Tourism Abbotsford Society

### **Qualifications and experience**

Grade 12 completion or equivalent

2-3 years relevant service and management experience

Basic building services experience

- The Duty Manager **must** have:
  - Excellent written, verbal and non-verbal communication skills
  - Positive, can-do attitude
  - The ability to work a flexible schedule, extensive evening and weekend work required
  - Valid forklift certificate considered an asset (or be willing to obtain certification)
  - Valid BC driver's license
  - Ability to foster positive working relationships with colleagues
  - Functional computer skills; specifically, outlook, excel, word and internet explorer
  - Ability to read, understand and make decisions based on drawings and blueprints
  - Familiarity with bylaws, regulations and codes relevant to the Event Industry

### **Working conditions**

- Mentally and physically able to deal with assigned tasks including exposure to weather conditions as Tradex is both an outdoor and indoor facility
- Required shifts will often fall on evenings and weekends

### **Physical requirements**

- Must be able to stand for long periods of time
- Must be able to walk long distances
- Must be able to work in inclement weather

The event industry is an exciting, fast paced environment, and every event is unique. If you enjoy working with people, can provide exceptional customer service, prefer shift work and working in a team environment, Tradex is the workplace for you.

**How to Apply:**

All applications and resumes can be submitted to Kayla Brown, Human Resources Manager by email to [kbrown@fvtradex.com](mailto:kbrown@fvtradex.com)

**Job Status:** Contracted Part-time, 30 hours bi-weekly guaranteed with possibility of full-time during peak season

Contract will run from September to June

**Compensation:**

Starting rate: \$19.00 /hour

We are currently looking for two candidates for this position, and the posting will remain open until both spots are filled.