

J O B D E S C R I P T I O N

Position Title: Part Time Duty Manager

Department: Tradex

Supervises: Tradex Team Members

Reports to: Director, Events

Liaison With: Show Producers, City of Abbotsford, Abbotsford International Airport, Suppliers and the general public. Tradex Management Team, Supervisors, Tradex Team Members, Suppliers, Show Management and General Public

For over 25 years, Tradex has been hosting some of Western Canada's largest and most dynamic consumer and trade shows. TRADEX (Fraser Valley Trade & Exhibition Centre) provides a unique setting to hold breathtaking events that are impossible to forget. With events on 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. Situated in the heart of British Columbia's picturesque Fraser Valley next to the Abbotsford Airport 1190 Cornell St, Abbotsford, BC V2T 6H5. TRADEX is the second largest facility of its kind in British Columbia and an industry leader to a growing market.

As one of the busiest event venues of its kind, Tradex hosts a wide variety of events from Trade & Consumer Shows to Sports Events to Corporate Events.

Salary: \$22.00/hr

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.

Primary Functions:

- Clients, team members & supplier liaison,
- Supervise & Brief team members,
- Provide exceptional customer service,

Key Responsibilities

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.

Building Services Responsibilities include:

- Snow removal & basic landscaping,
- Minor facility repairs and general maintenance,
- Monitor inventory and maintain appropriate supplies,
- Ensure that all applicable bylaws, fire regulations, building codes, Work Safe BC, WHMIS and other health and safety regulations are adhered to,
- Facility recycling, waste management and related activities.

Other Duties:

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

Qualifications

Grade 12 completion or equivalent

2-3 years relevant management experience

Basic building services experience

The Duty Manager **must** have:

- Excellent written, verbal and non-verbal communication skills,
- The ability to work a flexible schedule, extensive evening and weekend work required,
- Valid forklift certificate (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

- Physically able to deal with assigned tasks including exposure to seasonal heat and cold in an outdoor and indoor environment,
- Ability and willingness to work evenings and weekends and holidays as required,
- Position is indoors and outdoors may be during extreme weather conditions,

- Required shift work and working 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.

Direct Reports:

All event team members, including coordinators and leads.