



### Administrative Specialist

The Fredericton Convention Centre is seeking a dynamic individual to join our team as Administrative Specialist. Reporting to the General Manager, the Administrative Specialist is responsible for the following (but not limited to):

- Customer service internal and external – communication and general support to associates, managers and external customers
- Understanding clients' event objectives and communicating the information with event and sales managers.
- Assist Managers with marketing promotions and programs
- Participate as an active department member supporting team efforts
- Provide support to team members in areas of data entry, general administrative duties for Event Operations, Sales, and General Manager
- Prepare reports and take meeting minutes
- Act as first point of contact at FCC via telephone and reception desk
- Support marketing team with social media, content scheduling and creating graphics using tools such as Canva. Using platforms such as Facebook, LinkedIn & Instagram
- Understanding of team goals and support the team to achieve excellence
- Liaise with vendors, clients and internal teams
- Be an active member of FCC Committees
- Ability to maintain and update database information
- Ability to think 'outside the box'

### Qualifications:

- Grade 12 diploma
- Post-secondary courses in office technology, business practices or hospitality an asset
- Minimum 1-3 years previous experience
- Working knowledge of Microsoft Office required, knowledge of Canva is an asset
- An acute sense of detail with the ability to anticipate client's needs and prioritize multiple tasks
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Must be available to work flexible hours from time to time based on client and business needs.
- Bilingualism (French and English) or conversational French, is considered a valuable asset
- Ability to multitask, work independently and as part of a team .
- Must be able to maintain a positive attitude within a very busy environment

Salary will be commensurate with experience.

Please email cover letter and resume no later than April 21, 2025 at 5:00pm to Erin Blanchard, General Manager, [humanresources@frederictonconventions.ca](mailto:humanresources@frederictonconventions.ca).

We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls please.