



### Part-Time Duty Managers (Facility Porters)

The Fredericton Convention Centre is seeking dynamic individuals to assume the roles of part-time Duty Managers. Reporting to the Meetings & Events Department, the Duty Manager is responsible for the following:

- Be on-site during events, ensuring communication between clients, service delivery team, maintenance and other support staff runs smoothly
- Be an ambassador of the FCC service standards and create an outstanding guest experience
- Welcome and direct guests to function rooms with personalized service
- Provide coat check services when required
- Assist/answer guests with any inquiries/needs
- Liaise with banquet team to ensure smooth operation and flow of events
- Understand team goals and support the team to achieve excellence
- Open and close the building as required

#### Qualifications:

- Grade 12 diploma or equivalent credentials
- An acute sense of detail and ability to anticipate client needs
- Excellent communication and interpersonal skills
- Must be available to work flexible hours based on client and business requirements (includes daytime hours)
- Must be able to maintain a positive attitude in a very busy environment
- Experience in a fast-paced support environment preferred
- Preference is given to bilingual (French/English) candidates

Hours are casual and vary based on business levels. Looking for individuals who can work days, weeknights and weekends.

Please email cover letter and resume to [Kristina.brown@frederictonconventions.ca](mailto:Kristina.brown@frederictonconventions.ca)

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