



**To Apply Contact:**

Careers team at:  
[careers@showtimedisplay.com](mailto:careers@showtimedisplay.com)  
**Closing date: 6 June 2019**

**Project/ Office Administrator**  
*Kelowna, BC*

**Status:** Full-Time Permanent (30-40hrs per week)  
**Remuneration:** \$16-\$18 per hour (dependent on Experience) + Extended Health and Dental Benefits +Vacation Pay

**Summary:**

Join the Showtime team in this Project / Office Administrative position. The role is a detailed and demanding position that works specifically in the Event & Display Services Department of Showtime Canada. The Showtime Canada team spends a considerable amount of time traveling to deliver various events across the country, and this role will be instrumental in supporting those team members at our home base.

The position is responsible for providing corporate administrative support, assisting with creating and updating sales documents (quotes, floor plans, ad sheets, catalogs), requesting third party supply quotes, and performing a variety of administrative support functions. You will be responsible for maintaining a high level of accuracy and excellent customer service to both internal and external clients.

**Duties & Responsibilities:**

- Work with the Corporate Management team to create and update various sales documents and other administrative support functions
- Create event delivery documentation as necessary; including spreadsheets, signage, floor plans, and any other relevant show information.
- Assist with Showtime phone duties
  - Answering of phones (Allocating calls to the appropriate department)
  - Providing overall clerical, organizational and systems support to Corporate Management team
- Multi-tasking: manages requests from clients and sales managers
- Distribute, input, update and maintain all client files and records
- Provide sales literature & information to prospective clients
- Assist in the sales activities of small projects as required
- Conduct necessary customer follow-up communication to ensure client satisfaction
- Assist with invoicing and other book-keeping related tasks as instructed by the SW/Showtime accounting department
- Perform other duties as assigned and deemed necessary

**Qualifications:**

- 1-3 years of experience in an administrative role
- 2-year diploma in a related field (Administration, Hospitality, Tourism, Business, Events, etc.) or an equivalent combination of education and experience
- Proficient in using MS Office programs and G-Suite Programs
- Ability to multi-task, work independently and manage time effectively
- Creative, extremely detail orientated, and organized
- Professional attitude & work ethic
- Able to communicate clearly with various levels of staff & clientele
- Drafting /design experience an asset.
- Experience in the convention or hospitality industry is an asset
- Valid Class 5 drivers license or equivalent & reliable transportation

**To Apply:**

Please forward cover letter and resume to [careers@showtimedisplay.com](mailto:careers@showtimedisplay.com). We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

