



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

RETAIL AND FACILITY RENTAL COORDINATOR

Culture and Heritage– Job # P1247e

CLOSING DATE: NOON – JUNE 24, 2024

Starting Salary range: 46,832 to 55,102

JOB SUMMARY:

This position reports to the Director, Resurgo Place, Culture and Heritage.

The individual will be responsible for managing all aspects of the Gift Shop operation and preparing appropriate reports. This person will also be responsible for managing all rental and lease requests, bookings and contracts and developing a rental marketing and promotions strategy for Resurgo Place, the Free Meeting House, and the Thomas Williams House. Finally, the Retail and Facility Rental Coordinator will be responsible for all aspects of the Thomas Williams House tearoom operation including kitchen certification.

The incumbent will possess a broad knowledge of Moncton and the region's culture and heritage as well as have a creative vision for integrating retail and rentals into heritage and educational settings.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have completed a post-secondary educational program from an accredited institution in business, retail management, event management or similar.

EXPERIENCE:

- Must have a minimum of three (3) years of relevant work experience performing similar or related duties.
- Experience with visual merchandising displays.
- Experience in handling cash and operating a POS system.
- Experience operating an inventory management system.
- Customer Service experience
- Accounting courses or related experience would be considered an asset.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with computerized business applications, including word processing, spreadsheets, and organizers.
- Excellent knowledge of retail purchasing and electronic inventory control.
- Knowledge of computerized POS (point of sales systems) and ticketing systems.
- A thorough knowledge of the City of Moncton's Policies in general and especially as they relate to procurement, cash handling, business relationships and employee protocols will need to be developed.
- Strong verbal and written communication skills.
- Knowledge of best practices and skills in good customer service.
- Knowledge of best practices in retail operations
- Knowledge of best practices in food service including a food safe certification is an asset.
- Must display a high degree of personal initiative, judgment, tact and diplomacy while representing the City of Moncton.
- Must make merchandise inventory selections and recommendations based on research and sales data indicators.

- Must be able to work well independently, be an energetic self-starter, and able to demonstrate a high degree of responsibility, maturity, and vision.
- Be proficient with Ace Retail, MS Office including Excel, Word, Simply Accounting and computerized ticketing systems, and the ability to learn new software as required.
- Be able to pay attention to detail as errors due to inaccuracy, neglect or carelessness could affect the City of Moncton's reputation, cause financial loss and/or delay or inconvenience in terms of time or service.
- The position requires strong communication skills (written and oral), above average organizational skills and an ability to work in a team environment.
- Must be willing to upgrade skills as required by changes in the workplace

OTHER:

- Must possess and maintain a valid Class 5 New Brunswick driver's license.

CONTACT:

- Position requires internal and external contacts. The candidate must be able to communicate in an effective and professional manner. Must be professional and neat in appearance.
- Requires courtesy, tact and diplomacy that reflect the best interests of Resurgo Place, the Corporation, and the community at large. Establishes effective client relationships and actively supports the organization

SUPERVISION:

- A team approach among all staff members in support of Resurgo Place is essential and the incumbent is expected to provide leadership and guidance and will supervise and train students, volunteers and casual staff who are assigned to the Gift Shop and the Thomas Williams House.

CONDITIONS OF WORK:

- All employees must comply with Council and Corporate adopted policies (e.g. Attendance Management, Respectful Workplace, and Health and Safety.)
- Hours of work will be as per the City of Moncton CHEA/PSAC Local 60200 Collective Agreement.
- The work week for this position is Tuesday to Saturday.
- Position involves variable hours, including weekend and evening work.
- Some travel may be required.
- Requires accuracy and attention to detail.

- Will require the lifting and movement of boxes and light objects.
- Good working environment with few disagreeable conditions
- The principal work location is Resurgo Place with some time spent at the Thomas Williams House and the Free Meeting House.

ADDITIONAL COMMENTS (IF ANY):

- As the incumbent represents the City of Moncton, the position should be able to function with minimal direct supervision; therefore, the individual must take initiative, and be able to demonstrate a high degree of maturity, accountability and professionalism.