

LAT 53° 33' 40" N LON 113° 33' 50" W

- Prepare and maintain accurate records and process to completion transactions for group and individual bookings related to public and school programs, rentals, birthday parties, sleepovers, courses, memberships, special events and other offerings (eg.gift cards), within the prescribed timelines and as per booking procedures.
- Process all invoices, cash and/or credit transactions as required.
- Contact all groups to verify and confirm information and requirements within the prescribed time line and as per booking procedures.
- Ensure appropriate payments are received prior to all bookings & events as per policy.
- Inform appropriate internal departments, within the prescribed timelines, to enable scheduling of special staff/equipment required for bookings (internal or external). Information includes appropriate set-up/take-down times and event requirements.
- Event coordination, problem solving and when directed, acts as the on-site contact at the beginning of events to ensure that all set up and client requirements are met.
- Maintain a clean and well-stocked work environment.
- Perform related duties as required.

QUALIFICATIONS:

Knowledge and Abilities:

- Highly skilled communicator with strong customer service abilities and a thorough understanding of organizational offerings.
- Brings solid experience with Microsoft Office, ATMS/POS systems, and both electronic and manual record management.
- Demonstrates excellent accuracy, cash-handling, and problem-solving skills, along with strong organizational abilities for coordinating events.
- A self-motivated, proactive team player who can work independently, provide exceptional guest experiences, and approach situations with patience and professionalism.

Education:

- High school diploma supplemented by business, accounting Microsoft 365 courses
- Minimum of two years' previous experience in event bookings, advance sales, or an equivalent combination of education and experience.

Note: A clean Police Information Check including the Vulnerable Sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Wages: \$44,412.23– \$55,342.95 annually, based on 2524- 2028 Collective Agreement

Hours of Work: 75 hours biweekly. Flexibility in scheduling required, with the ability to work evenings and weekends as per operational needs.



✉ WWW.TWOSE.CA

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Opening Date: November 25, 2025

Closing Date: December 2, 2025

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.

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