



**Events Assistant - Conference Services
(Regular, Full-time)**

Duties:

Reporting to the Conference & Events Coordinator(s) you will provide an extensive range of administrative and financial administration support to Conference Services operations. This will include responsibility for the continued development and maintenance of the administrative systems to provide timely, accurate financial information for tracking, monitoring and maintaining financial records. You will work closely with the Conference & Events Coordinator(s) on all aspects of event coordination, and liaise with other university service departments to organize and confirm events.

Specific duties will include:

- Administering accounting processes: recording of revenues, expenses, assets and liabilities, preparing itemized invoices for clients and events, monitoring and tracking receivables, and generating collection letters for clients who have outstanding accounts
- Reconciling MasterCard statements and preparing cost summary sheets for approval
- Completing cheque requisitions and purchase orders
- Providing front-counter service, responding to routine inquiries, liaising with external organizations and UNBC community members
- Performing data entry into Event Management Systems (EMS)
- Assisting the Conference & Events Coordinator with space bookings, set up, catering and a/v equipment requirements, scheduling of student assistants and tracking of their time for events
- Processing conference registrations and payments using Meeting Trak, mailing confirmation letters, preparing delegate lists and nametags, developing conference kits for delegates, manning staff registration tables, and assisting with event requirements
- Liaising with service providers (e.g. Facilities, Catering, EMS, Copy Services, Bookstore) and with external clients and organizations
- Other duties as required

Qualifications:

The successful candidate must possess a two year diploma in business administration, together with a minimum of 3 years related work experience, preferably in the hospitality or tourism industry. An equivalent combination of education and experience will be considered. Past experience using Event Management Systems and Meeting Trak is desired. Previous experience with fund accounting and reporting is an asset. You must be proficient in the use of word processing, data base and communication software (i.e. MS Word, Banner Finance, and Outlook), and demonstrate the ability to perform at an advanced level in Excel. You are able to work independently, exercise good judgment and diplomacy, deal effectively and professionally with management and other functional departments. You possess strong analytical skills and demonstrate the ability to find effective solutions to organize your time and meet challenges. You have excellent interpersonal, communication and written skills and the ability to solve problems to ensure customer satisfaction balanced with departmental success. Must be capable of performing strenuous physical activity such as moving furniture, boxes and a/v equipment.

Salary:

This position has been classified at a Grade 5. The annual salary range for this position is \$41,568.80 - \$42,842.80, and the normal starting salary will be \$41,568.80.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday. Flexibility is required as hours may change based on operational needs.

To Apply:

Please forward your resume and proof of education quoting competition #13-045CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30pm Friday, June 7, 2013.
