



Job Listing: Office Manager

Job Type: HR/Finance and Accounting

Centerplate and our partner venues have been defining extraordinary experiences through thoughtful hospitality, expertly delivered, for more than 80 years at gathering places across North America and the United Kingdom. As the pioneer and leader in live event hospitality, we are committed to making the time that people spend together more rewarding and more valuable. "Making it better to be there since 1929."™

Location: We are seeking an Office Manager for the St. John's Convention Centre

Venue Description: State of the art design in a 500-year-old city. Located in the heart of downtown St. John's, the newly expanded Convention Centre boasts 47,000 square feet of divisible meeting space and plenty of old world charm in this historic city by the sea.

Principal Function

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. He or she is responsible for providing office management services for the venue assigned. This includes maintaining office services and efficiency, supervising office staff and maintaining office records and to ensure the implementation and enforcement of Centerplate's overall standards for accuracy, efficiency, quality and financial performance.

Essential Responsibilities

- Maximize Centerplate's revenue and operational excellence through implementation and oversight of systems and policies related to office and administrative operations.
- Provide leadership and direction to office staff.
- Contribute to goal of making Centerplate #1 in Event Hospitality and the #1 Employer of Choice through personal commitment and leading by example.

Qualifications/Skills

Required:

- Bachelors degree and/or appropriate combination of education and work experience to support on-the-job effectiveness.
- One year previous administrative experience with exposure to office management principles and administrative procedures.
- Ability to work independently and exercise appropriate judgment, and initiative.
- Excellent verbal and customer service skills.
- Exceptional computer literacy with Microsoft Office Suite software.
- Demonstrated success in interfacing with a variety of organizational functions and divisions to accomplish tasks.
- Keen ability to promote and participate in a team environment.

- Ability to work extended or irregular hours to include nights, weekends and holidays.

Additional Requirements:

- Proven ability to work effectively with all levels of staff and management; Ability to promote and participate in team environment concepts.
- Self-starter who can work independently and on several tasks/projects simultaneously, and who can contribute to functional areas of the business outside of retail operations.
- Ability to communicate effectively both orally and in writing.
- Initiative in identifying and resolving problems timely and effectively.
- Proven ability to work effectively with all levels of staff and management; Ability to promote and participate in team environment concepts.

****Please include salary requirements when applying. ****

Thank you for expressing interest in employment with Centerplate. While only those candidates considered for this position will be contacted, your resume will remain on file for 90 days.

Centerplate is an Equal Opportunity Employer.

Email resumes to: naomi.dugan@centerplate.com

