



- Act as the primary point of contact for rental inquiries, providing information on availability, pricing, and policies.
- Manage and maintain the rental calendar, ensuring accurate scheduling and timely communication with clients and internal teams, including writing and communicating scheduling for the part time Event & Rental Coordinator.
- Coordinate all logistics for rental events, including setup, staffing, audiovisual needs, and vendor arrangements.
- Conduct site visits and walkthroughs with potential confirmed clients.
- Develop and distribute rental agreements, ensuring compliance with TWOSE policies.
- Work cross-functionally to facilitate smooth event execution.
- Provide on-site support during rental events as needed.
- Process invoices, payments, and rental contracts, tracking financial transactions related to facility rentals.
- Partner with marketing department on marketing and outreach efforts to promote rental opportunities to potential clients.
- Partner with third parties for additional resources for rentals as required.
- Ensure appropriate deposits are received prior to all 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.
- Responsible to follow up to ensure proper equipment, food services, setup and take down occur for all internal or external rental events.
- 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.
- Responsible for gathering feedback from rental clients after each event within the prescribed timeline and ensure evaluations are completed and distributed as directed.
- Perform related duties as required.

### **QUALIFICATIONS:**

#### **Knowledge and Abilities:**

- Effective oral and written communication skills.
- Ability to deal courteously, professionally and with full knowledge of the organizations' offerings.
- Knowledge of Microsoft Office Suite
- Demonstrated knowledge of ATMS or POS software
- Excellent guest experience abilities.
- Strong organizational skills to arrange events.
- Must be self-motivated and have a proactive approach.
- Excellent accuracy and cash-handling skills.
- Excellent problem-solving skills.



✉ [WWW.TWOSE.CA](http://WWW.TWOSE.CA)

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- Demonstrated patience.
- Ability to maintain records both electronically and manually.
- Ability to work independently and as a team member.

Education:

- High school diploma supplemented by business, accounting and computer 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:** \$47,619.00 - \$59,358.00 annually, based on 2023-2024 Collective Agreement (FT140) \*under review\*.

**Hours of Work:** 75 hours biweekly, flexible schedule required with the ability to work evenings and weekends as required.

**Opening Date:** March 4,2025

**Closing Date:** March 11,2025

**How to Apply:** [hr@twose.ca](mailto: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.**