



Client Service Representative - Special Functions

When the most frequent assessment of your organization is ‘that’s really cool’, you know you’re in the right business. Our ‘really cool’ organization currently has a unique and exciting opportunity for just the right individual. Does giving exceptional customer service that makes people say, “I definitely want to work with this group again!” truly excite you? Do you love creating wonderful experiences for your clients? If this sounds a lot like you, this might just be your dream job. Science North boasts some of the most unique and appealing event venues in the city and we are currently looking to fill the role of Client Service Representative – Special Functions to ensure those events run smoothly and our clients have an exceptional experience.

Position highlights:

- Respond to inquiries and meet with potential clients to show our venues, and sell them on the perfect spaces to make their event memorable
- Lead set up for events and functions, greet clients and ensures client needs are met
- Remain on-hand at events and exercise sound judgment to manage any unforeseen issues when required
- Liaise with internal and external contacts to coordinate successful execution of events
- Maintain inventory of Special Functions equipment
- Participate in discussions on efficiency improvements, sales plans and strategies to achieve profitability goals
- Support promotional work including social media, mail-outs and newsletters

We are looking for an outgoing and personable team player with excellent communication and logistics skills, superior judgment, and a belief that client satisfaction is paramount. The successful candidate will have the ability to build and maintain client relationships, juggle multiple priorities, plan ahead and also calmly deal with urgencies. Fluency in French would be considered an asset. This is opportunity is for part-time hours for a one-year term \$16.00 per hour. Candidates must be available to work a flexible schedule including, but not limited to, evenings and weekends.

An early application is your best chance for consideration. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.

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