

SUMMER STUDENT JOB OPPORTUNITIES WITH CONFERENCE SERVICES

Conference Services invites applications from qualified students to fill the following positions for the upcoming conference season: April 25th to September 2nd, 2022. Positions require that applicants be enrolled this academic year or accepted to study at Memoria next September.

Please submit a cover letter and your CV (including two references) to Marie-Claude Renaud, Conference Services Manager by email at conferenceservices@grenfell.mun.ca or in person in office AS 221 B (Housing office area).

Deadline: Monday March 28th, 2022 (before midnight) EXTENDED TO April 1, 2022 at 5 pm

CONFERENCE SERVICES SUMMER STAFF (6 positions available)

(Scheduled as required in May and June and will develop into full-time in July and August)

The chosen candidates will be expected to cover and help with all of the responsibilities below:

Front Desk

Receive and process reservations for accommodations; respond to inquiries; receive payments; reconcile daily receipts; issue keys; prepare daily accommodations reports (in-house, arrivals, departures etc.); issue linens; ensure adequate supplies; set-up breakfast; other duties as required.

Laundry

Ensure adequate supplies of linens for guest rooms; coordinate and perform laundry services; transport linens to and from laundry room; re stock storage areas; other duties as required.

Room Set-Up and Events Set-up (occasionally)

Prepare rooms and make beds prior to the arrival of guests; liaise with laundry worker regarding linen supply; transport linens to and from residence and apartments; inspect rooms; other duties as required. Move and arrange tables, chairs, staging, equipment for conferences and events; deliver and retrieve tables around campus;

Qualifications, Skills, Experience and Attributes:

- Experience working in client service, retail or the hospitality industry
- Customer oriented individual and a team player
- Experience working with conference groups or event planning
- Strong oral and written communication skills are essential with knowledge of business communications
- Strong computer skills are required
- Attention to details is required
- Ability to prioritize work, manage multiple tasks and meet deadlines
- Bilingualism is an asset
- Experience with laundry equipment is an asset
- Willing and eager to work shift work/flexible hours, including evenings and weekends and to perform manual/physical work

Remuneration:

The Conference Services staff will be paid an hourly wage of \$15.40.

For more information, visit www.grenfell.mun.ca/conferenceservices-jobs or call 637-6255 or visit the Conference Services office in AS 221 B