

# **JOB POSTING**

## ***Group Rentals Coordinator***



### **Position**

- Group Rentals Coordinator
- Fulltime, Salaried Position
- Huntsville, Ontario, Canada

### **Responsibilities**

- Working as part of the Group Rentals team, this position will take responsibility to coordinate group bookings and prepare MBC team / departments for upcoming group events to service with excellence every time.
- Follow up on group inquiries in a timely manner; provide clearly defined quotations on facilities and services to enable prospective groups to make good decisions.
- Lead weekly Information to Manager (ITM) meetings

### **Hours of Work**

- 40-44 hours per week
- Evening and weekend work is required

### **Salary**

- Competitive salary and group benefits package depending on qualifications

### **Qualifications**

- A committed follower of Jesus Christ
- A servant attitude towards serving MBC guests
- Thrives in a busy environment and is quick to learn new tasks. A self-starter that is able to complete tasks in a timely manner. Prepared to communicate well with guests in order to handle and solve customer concerns
- Proficient with various computer programs and registration software Strong customer service skills
- A solid work ethic with an eye for “the big picture” and is willing/ready to serve others
- Signed agreement to the Muskoka Bible Centre Statement of Faith and Code of Conduct
- Support of orthodox theology in particular the Statement of Faith held by MBC. This statement can be found at: [www.muskokabible.com/about/statement-of-faith](http://www.muskokabible.com/about/statement-of-faith)

### **How to Apply**

- Please email your cover letter, resume and references to Kathy Berg, Director of Guest Services, at [kathy.berg@muskokabible.com](mailto:kathy.berg@muskokabible.com) or call 705-789-0123