



Job posting for 105 Gibson Centre

About 105 Gibson Centre

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide diversified social services, such as youth programs, older adults wellness community education, career counseling, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the residents in the community and surrounding neighbourhoods. 105 Gibson Centre opened in Oct 2013 is now seven years old. Running for around 80 hours a week, we have captured 50,000 visits through rental and programs and some 7,000 individuals have registered to our programs or services. We believe that we have delivered relevant services to the ethnically diverse neighbourhoods in the catchment area. 105 Gibson Youth Services is a platform for vocation exploration for youth and youth workers. We are to develop youth and young workers to desire living life to the full and nurture them to have an openness towards transformation in Jesus Christ, through loving involvement and contribution in the local community.

We are looking for a candidate for the following post immediately:

HOSPITALITY COORDINATOR (Part-time Position: 15-20 hours per week)

RESPONSIBILITIES AND DUTIES

Program Registration / Administrative Management

1. Processes registration applications; collects and receipts fees associated with registration
2. Processes payments including daily reporting and provision of accurate information to bookkeeper
3. Input and update users information in the computer system; maintaining a current and accurate filing system
4. Prepares monthly registration statistics and centre usage report
5. Performs a variety of clerical duties including photocopying, faxing, confidential record/document keeping and/or distribution in accordance with policies and procedures
6. Assists the Marketing Team in the preparation of marketing materials, flyers and program information
7. Assists the Volunteer Team in updating volunteer information and time sheet in the computer system



Customer Service

1. Provide enthusiastic, courteous service to users and the community at the Reception Desk
2. Responds to client inquiries by phone and in-person in a friendly and welcoming manner
3. Responds, forwards or transfers phone and email enquires
4. Provides general information on services and programs offered at the 105 Gibson Centre
5. Maintain a pleasant, professional and clean Receptionist Desk environment

Program Facilitation

1. Assist in setting up or co-ordination of necessary set up for programs and events of the day
2. Station at, or help set up the Reception Desk as the centralized station for logistics and communication for the Centre
3. Communicate with the Program Coordinator to channel necessary information and instruction about all programs to the program instructors
4. Communicate with Volunteer Coordinator to receive volunteers for programs
5. Communicate with Facility Coordinator to make sure the site is up for the programs to carry

QUALIFICATIONS

1. Bachelor's degree preferred
2. Excellent communication, interpersonal skills, cultural sensitivity, problem solving and organizational skills
3. Professional presentation skills and follow through on addressing questions
4. Multi-tasking, creativity, initiative and time management skills
5. Strong computer skills
6. Strong ability to work independently
7. Proficiency in English, Cantonese, and Mandarin
8. Available to work a flexible schedule, including some evenings and weekends

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
105 Gibson Centre
105 Gibson Drive, Markham, L3R3K7
Email: HR@105gibson.com
Webpage: 105gibson.com

Deadline for applications: September 30, 2020

We thank all applicants, however, only those considered for an interview will be contacted.