

## Bonnyville and District Centennial Centre

- - *We do great work because we have great people!* - -

### **OPERATIONS COORDINATOR – Full-time**

The Operations Coordinator reports to the Operations Manager, and is responsible for assisting with the successful operations of day-to-day activities within the Centennial Centre facility. The Operations Coordinator will work closely with the Operations Manager and be the front-line link for the operational staff.

The successful candidate will assist in maintaining the Centennial Centre which includes repairs to various equipment including HVAC systems, pumps, boilers, ice-making, fitness, rigging backdrops and lighting. The Operations Coordinator will schedule and supervise Operations Staff, and will provide shift coverage when required. This position involves evenings and weekends.

A background in arena or recreational facility maintenance and operation, as well as carpentry, plumbing, or electrical skills will be considered valuable assets. Candidates must enjoy working with the public, have above-average communication skills, and provide exemplary customer service. Candidates must be friendly, self-motivated team players, confident working in a fast-paced environment.

We offer a competitive starting salary of \$58,193 (based on skills and experience), a comprehensive benefits package, RRSPs, paid personal days and vacation leave.

Review of applications will start immediately and continue until a suitable candidate is hired. Qualified candidates should forward a letter of application and résumé, stating position being applied for, in confidence to:

Human Resources  
Bonnyville and District Centennial Centre  
Unit 1003, 4313 50th Avenue  
Bonnyville, AB T9N 0B4  
Fax: 780-826-7816  
Email: [admin@centennialcentre.ca](mailto:admin@centennialcentre.ca)



We would like to thank all applicants for their interest,  
but only those selected for an interview will be contacted.