

The Conference Centre at the OBA Seeks Part Time Staff

The Conference Centre at the OBA is a place where hundreds of lawyers, judges and professionals pass through our doors to continue their education, attend conferences/seminars and attend dinners and receptions. The Conference Centre at the OBA is a functional facility that provides quality services for all needs whether it is a corporate event or social function. *Visit our website at; www.oba.org.*

The Conference Centre at the OBA is looking for energetic, hard working individuals to fill the role of “*Conference Centre Assistant*” for this very busy facility.

We are currently seeking to hire 1 or 2 people on a part time basis. We offer flexible schedules, training and have Day, Evening and Weekend Shifts available. Each shift is a minimum of 4 hours and shifts are divided equally based on our client’s schedules.

Each incumbent must have excellent *customer service, communication and organizational skills*; a level of *knowledge with respect to technology* is a must. We need sharp individuals who are outgoing, friendly and have an unyielding *background in hospitality*.

Duties include;

- Break down and set up of conference rooms in various settings such as; boardroom style, theatre, banquet and u-shape.
- Organizing and distributing food/beverage as requested by clients and OBA staff.
- *Set up and break down of audio visual such as; conference phones, TV/VCR, LCD projectors, overhead projectors, screens, and some Webcasting familiarity.*
- Bartending (Smart Service Training Certification Required)
- Up keep of kitchen and facility cleanliness
- Any other duties as requested

Pay is based on an hourly rate, which is reviewed annually ear year in July and is based on performance.

If you are interested, please forward your resume to Tracy Dallas by e-mail at tdallas@oba.org. Only candidates of interest will be contacted.