

## Guest Services Coordinator Part-time Hourly Position

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Opened in 1993, RBC Place London (formerly London Convention Centre) has a reputation of providing world class service to all who step foot inside the facility. Our goal is to delight guests with every act, and our ongoing success of creating raving fans attests to our achievement in reaching this goal. Boasting 70,000 square feet of meeting, conference and exhibition space, our flexible facility will leave a lasting impression on the way you view other facilities!

RBC Place London is located downtown London, 300 York Street.

Interested in joining an outstanding hospitality team? The Event Planning department is currently looking for a part-time casual Guest Services Coordinator.

### Job Description

As a RBCPL Ambassador, the Guest Services Coordinator is typically the first point of contact for arriving guests. This position is passionate about the raving fan guest experience and will strive to delight our guests with every act. The Guest Services Coordinator works in partnership with and provides administrative support for the Event Planning team while also acting as the central point of contact for all callers, visitors and guests of RBC Place London.

### Job Skills and Requirements

The successful candidate must have a minimum 2-year community college diploma or equivalent. A background in hospitality with 3 months experience preferably in Event Planning would be an asset. Exceptional communication, organizational and inclusive interpersonal skills are required as well as excellent telephone etiquette and guest experience skills. Knowledge of a variety of advanced computer software systems would be preferred.

Please note: this position requires a flexible work week schedule including days, evenings, and weekends.

### Total Compensation

Hourly Start Rate: \$18.89

After 400 Hours Worked: \$20.80

Benefits: Employee Assistance Program, Parking

### How to apply

Interested applicants are asked to email their resume to [careers@rbclacelondon.com](mailto:careers@rbclacelondon.com) by **Monday, August 8<sup>th</sup>, 2022**.

*We thank all applicants for their expression of interest; however, only those candidates selected for an interview will be contacted.*

Please note: As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please let us know if you require any accommodations.

For more information on RBC Place London, visit our website at [www.rbclacelondon.com](http://www.rbclacelondon.com) or follow us on social media!

