



# COMPETITION

## CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

### **CLERK, FACILITY SALES AND MARKETING**

**Reference Number:** 2019/2020-INGENIUM-043

**Salary Range:** \$45,457.87 - \$55,282.34 **Level:** 3

**Employment Status:** Term / Full-time for 10 months

**Language Requirements:** Bilingual (CBC/CBC)

**Security Requirement:** Enhanced reliability

**Position Number:** 9830

**Branch:** Business Development

**Who can apply?** Ingenium - Canada's Museums of Science and Innovation employees

#### **Summary of Duties:**

Reporting to the Manager, Facility Sales and Marketing of Business Development, the incumbent administers business operations; offers administrative support for the Facility Sales Manager as well as the Business Development division (when required); assists with clerical tasks related to rentals and other events; and develops and maintains the customer relationship database system.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

#### **Education and Experience:**

As an ideal candidate, you have completed a post secondary education with training in one of the following fields: Business, Marketing, Public Relations, Event Planning, Hospitality or Recreation.

You also have experience in the following areas:

- minimum of two (2) years of experience in a customer service environment;
- minimum of two (2) years of experience in: working with IBM-PC compatible software programs including: Windows applications, database management, and document management.

- experience with Lotus Notes, Vista or other programs such as MailChimp is considered as an asset.

## **RATED REQUIREMENTS**

### **Knowledge:**

- of facility rental industry in order to help secure new facility rental clients and maintain existing clients;
- of marketing techniques and promotional strategies as applicable to a facility rental program and special events;
- promotional skills which include ability to support the Manager, Facility Sales by adapting presentation scripts and techniques related to client relations and management and the production of servicing reports;
- of City of Ottawa and AGCO regulations surrounding events;
- of operations, programming and mandate of Canada Science and Technology Museums Corporation is considered an asset.

### **Abilities:**

- to work with minimal supervision;
- to work as part of a dynamic team;
- to liaison between different organizational departments;
- to organize and prioritize tasks;
- to proofread, edit and format documents;
- to operate a computer to prepare documents or access databases;
- to communicate effectively, both orally and in writing;
- skilled at performing research using a various number of methods.

### **Personal suitability:**

Exercise sound judgement  
Manage sensitive information  
Organized/Meticulous  
Dependable  
Excellent interpersonal skills with colleagues and clients  
Flexibility/Adaptability  
Resourceful

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2019/2020-INGENIUM-043** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** May 30, 2019

**Closing Date:** June 13, 2019

Christine Laframboise  
HR Manager, Staffing and Classification  
Human Resources Branch  
Ingenium - Canada's Museums of Science and Innovation  
P.O. Box 9724, Station T  
Ottawa, Ontario  
K1G 5A3

Telephone: 613-991-5130



9830 - Clerk, Facility Sales & Marketing / Commis, Vente des installations et marketing