



ENCANA events centre

Entertainment. All the time.

Global Spectrum Facility Management (www.global-spectrum.com) is looking for a highly motivated, customer-focused team player who is proactive to become the **Operations Manager** for the EnCana Events Centre: a 4,500 seat multipurpose entertainment facility in Dawson Creek, BC.

As the Operations Manager you will lead, supervise and coordinate the day to day operations of the facility including maintenance, set up and changeovers of events, housekeeping and coordinating with the Chief Engineer. The Operations Manager assists the Director of Operations and provides assistance in the overall administration planning, direction, safety policies and procedures assuring the highest quality service program to ensure rebooking of events and the safety of our patrons and staff. The Operations Manager will maintain and coordinate the training and mentoring of operations staff. As well as managing the department within budgetary guidelines ensuring an effective and efficient use of resources.

The ideal candidate will be a self motivated leader with excellent interpersonal and communication skills. The candidate will have experience in building maintenance including supervisory responsibilities, preferably in an arena facility setting. Familiarity with Occupational Health and Safety requirements and knowledge of federal, provincial and local regulations with respect to operating a public assembly facility is preferred. Possession of an electrical license and knowledge of boilers, chillers, refrigeration and ice making procedures is highly desirable.

This position is physically demanding and evening and weekend shifts are required. Your ability to work with minimal supervision, perform duties in a safe manner, and consistently demonstrate efficient, effective use of time and resources along with having strong organization skills and the ability to work with computers and different programs, such as Microsoft Office, Word, Excel and Micro Main will ensure your success.

To view a detailed job description of this position please visit
<http://www.dawsoncreekeventscentre.com/careers.html>

Global Spectrum Facility Management (global-spectrum.com) operates the EnCana Events Centre on behalf of the City of Dawson Creek. Global Spectrum is the fastest growing firm in the public assembly facility management field with more than one hundred facilities throughout the North America.

Please mail, email, or fax your cover letter and current resume **no later than December 16th, 2011 at 11:00 am** to the attention of **Ryan MacIvor, General Manager**, Global Spectrum Facility Management, # 1, 300 Highway # 2, Dawson Creek, BC V1G 0A4, fax 1-250-782-7446, or email to rmacivor@dawsoncreekeventscentre.com

We appreciate all applications; however, only those selected for an interview will be contacted.