

**MUSKOKA BIBLE CENTRE  
JOB POSTING**



<b>Position Title</b>	<b>GROUP BOOKINGS COORDINATOR</b>			<b>Reporting To</b>	<b>Kathy Berg HR &amp; Group Bookings Director</b>
<b>Start Date</b>	<b>Fall 2018</b>			<b>Finish Date</b>	<b>N/A</b>
<b>Number of Positions</b>	<b>1</b>	<b>Full-time</b> <input checked="" type="checkbox"/>	<b>Part-time</b> <input type="checkbox"/>	<b>Casual</b> <input type="checkbox"/>	
<b>Salary</b>	Annual salary based on an average of 40 hours per week.				
<b>Job Summary by Function</b>					
Will fulfill responsibilities in the following functional areas of MBC:					
<input type="checkbox"/> <b>Conference &amp; Retreat Bookings</b> – Responsible to coordinate group bookings and prepare MBC team / departments for upcoming group events to service with excellence every time.					
<input type="checkbox"/> <b>Front Office Support</b> – This includes answering phones, processing reservations, assisting guests at the front desk and other tasks as required.					
<input type="checkbox"/> <b>MBC Retreat Experiences</b> – Responsible to coordinate and communicate department support for the programmed MBC retreat experiences. Work with the retreat Program Directors to facilitate their retreats, so that as a team we can serve all our guests with excellence.					
<b>Job Specifications</b>					
<b>Education</b>	Some post high school education in business and front desk management preferred				
<b>Experience</b>	<input type="checkbox"/> Guest service / Hospitality / Tourism <input type="checkbox"/> Computer systems (property management systems, Word, Excel) <input type="checkbox"/> Communications (written and verbal)				
<b>Other Requirements</b>	Proficiency in computer applications, esp. MS Office <b>Strong people skills</b> and ability to work in high stress conditions				
<b>Physical Demands</b>					
General office environment and physical working conditions. High stress conditions are likely to exist during peak registration periods (e.g. Summer Conference)					
<b>Working Conditions (hours, environment, etc.)</b>					
<input type="checkbox"/> Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at MBC will be expected to adhere to the Code of Conduct as described in the Staff Manual and are expected to be committed to the vision and mission of MBC.					
<input type="checkbox"/> <b>Weekend work</b> will be required year round but not necessarily every weekend.					

**To express interest in this job posting, please email Kathy Berg (HR Director) at [Kathy.Berg@mbc.on.ca](mailto:Kathy.Berg@mbc.on.ca) to submit your resume.**

For more information about MBC, please review our website at [www.muskokabiblecentre.com](http://www.muskokabiblecentre.com)