



非営利
団体

バンクーバー日本語学校並びに日系人会館

Vancouver Japanese Language School and Japanese Hall

Established 1906

Non-Profit Society

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Address: 475 & 487 Alexander St. Vancouver,
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Job Posting – Casual/On-call

Position: Facility Staff

Salary: \$20.00 per hour

Hours: On-call mornings, evenings & weekends

Start date: Immediately

General Information

Established in 1906, the Vancouver Japanese Language School & Japanese Hall (VJLS-JH) is a non-profit, community-based and driven organization committed to education, culture and community.

Job Purpose

Reporting to the General Manager of the Japanese Hall, the goal of the Facility Staff member is to provide excellent customer service and to ensure the delivery of successful facility rentals.

Key Responsibilities

- Opening and closing the building and managing the security system during the rental period
- Being up-to-date on client rental agreements and booking details
- Providing a high level of overall customer service and hospitality to all clients
- Responding to on-site client inquiries and resolving any issues that may arise during the rental period
- Setting up and taking down rooms for rentals, including moving and lifting chairs, tables and equipment
- Basic janitorial duties
- Accepting and processing rental fee transactions
- Working together with other VJLS-JH Staff

Qualifications

- Legally entitled to work in Canada
- Good written and verbal communication. Being bilingual in both English and Japanese is an asset
- Strong organizational and problem solving skills
- Good working knowledge of Microsoft Office suites and email
- Ability to kneel, squat and lift up-to 50lbs
- Reliable, and able to work independently as well as part of a team

Applications

Please forward resumes by email to m.ito@vjls-jh.com

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