

# Operations Coordinator

CONTINUING POSITION COMMENCING ASAP  
COMPETITION #A19-06



## DUTIES AND RESPONSIBILITIES

Canada's Smartest Kitchen (CSK) is seeking a highly organized, customer service-oriented individual to provide guidance and support to the CSK team while leading business development initiatives. Reporting to the Director, the **Operations Coordinator** will have responsibility in the following areas:

- *Identify and communicate new markets and customer needs while engaging in food and beverage business development*
- *Participate in the development of statements of work, contract agreements, and proposals*
- *Prepare sales contracts ensuring adherence to provincial laws and guidelines*
- *Provide feedback regarding budget utilization and estimates; develop and communicate quarterly revenues and expenses*
- *Attend trade shows and conferences aimed at promoting CSK and prospecting new business*
- *Blend market data with various business strategies in order to promote success*
- *Conduct internal and external presentations, contribute to press releases and other communications*
- *Respond to client inquiries and participate in the process of addressing client concerns*
- *Prepare in-depth reports using multiple data collection and inference methodologies*
- *Maintain industry relevancy through market trend analysis, industry innovation and professional connectedness*
- *Collaborate with Director and staff regarding strategic partnerships and vision for the operation*
- *Collaborate with the Director to prioritize and follow-up on staff work assignments*
- *Participate in the development and communicate of data regarding performance metrics*
- *Responsible for other duties as needed or assigned*

## QUALIFICATIONS

- *Post-secondary business-based diploma or degree is required. A graduate degree in Business would be an asset*
- *A minimum of two years recent related experience in a food and beverage environment*
- *Superior communications skills verbally, electronically and in writing with the ability to adapt style to a variety of purposes and audiences*
- *Strong organizational skills and attention to detail is required*
- *Ability to function in a dynamic setting and meet the needs of multiple stakeholders*
- *Strong problem solving and on-task-to-completion skills*
- *A strong commitment to excellence in customer service*
- *Strong time management as well as project management skills*
- *Experience with proposal writing for various funding agencies would be an asset*

## WHY WORK FOR

*Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.*

## HOW TO APPLY

Please submit your resume, cover letter, and three references in person or by email, quoting the competition number **A19-06**.

### Human Resources

Montgomery Hall  
305 Kent Street, Charlottetown,  
Prince Edward Island C1A 4Z1  
t: 902.629.4226  
f: 902.566.9608  
[careers@hollandcollege.com](mailto:careers@hollandcollege.com)

*Only those selected for an interview will be contacted.*

## MORE DETAILS

### SALARY:

We offer competitive salaries and excellent benefits

### DEADLINE:

Applications will be accepted until **September 16, 2019**.