



ADMIN OFFICE

Always wanted to sit at the front of a major corporation desk? The admin office is the team that assists each department with any request or inquiries they may have during the festival!

The Admin Office is located in the Canadian War Museum. Volunteers are responsible for general administrative duties, such as answering telephones, responding to festival related questions and managing the festival Lost and Found.

<p>Duties:</p> <ul style="list-style-type: none"> ● answer telephone, electronic & face-to-face inquiries ● manage staff & volunteer communication area ● monitor radio & walkie-talkie distribution ● give directions ● enter data ● bring items to other areas onsite, as required ● document, manage, and securely return items to their rightful owners in the Lost and Found ● manage the accurate, timely dispensing, documenting and accounting of parking vouchers to authorized personnel ● securely distribute passes to associates and partners on behalf of the Bluesfest staff/organization ● provide a "General Store" of consumable administration items for all Area Leaders and Area Leader Assistants in all our groups 	<p>Requirements:</p> <ul style="list-style-type: none"> ● must be 18 years of age or over ● Accessibility Standards Customer Service Training ● this position requires individuals to be flexible & energetic ● must work efficiently with little or no supervision ● willing to sit for extended periods ● although primarily indoors, some outdoor tasks may be required ● some lifting may be required ● must be available pre-festival
<p>Skills:</p> <ul style="list-style-type: none"> ● strong Customer Service skills ● exceptional attention to detail ● effective communication skills ● able to multi-task efficiently 	<p>Assets:</p> <ul style="list-style-type: none"> ● previous Customer Service experience ● bilingualism