

## JOIN OUR TEAM!

Orange Frog Productions Inc. provides lighting rentals, installation and design services to corporate and private events, festivals, concerts, film production and weddings. We are based in Calgary, Alberta. To view samples of our work please visit our website [www.orangefrogproductions.ca](http://www.orangefrogproductions.ca)

We are looking for a **Labour Coordinator / Administrative Assistant** to work in our busy office.

Job type: Full Time

### Key Responsibilities:

- Working within our rental software to fulfill crewing daily requirements
- The scheduling and maintaining of employee schedules
- Managing contract crew personal contact information, qualifications, invoices, approval of invoices and performance reports
- Promote motivation, communication, teamwork and positive attitude between all employees and contractors
- Build relationships and negotiate rates for contract labour
- Prepare, update and distribute necessary labour related documents
- Book any travel, hotels, car rentals required for employees/staff
- Prepare and finalize financial documents such as invoices, purchase orders, labour PO's, matching receipts and compile credit card statements
- Manage safety program and monthly on site and warehouse checklists
- Organize and compile Safety documentation to complete yearly safety audit

### The ideal candidate will have the following qualifications:

- Post Secondary education
- Fluent in spoken and written English
- Excellent communication skills (strong telephone manner) and a strong sense of customer service
- Excellent organizational skills (filing, maintaining data bases, multi tasking)
- Attention to detail and high level of accuracy
- Ability to multi task effectively in a fast paced changing environment
- Strong sense of teamwork
- Ability to work independently
- Past experience in theatre, corporate events or av industry production is an asset
- Flexibility with work hours when necessary

**Company Benefits:** Health Insurance, Vacation

**Salary:** \$20-\$25/hour , based on experience

**Interested applicants send resume to Deb Howard, Project Manager**  
[deb@orangefrogproductions.ca](mailto:deb@orangefrogproductions.ca). Posting closes November 29,2021.