



Reporting to the Rentals and Leasing Supervisor, the Facilities Rentals Coordinator supports the bookings o.7 (ng54i)-0.7 (l)-0.8 g to POSITION DESCRIPTION

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FRC - 8

Resolves conflicting bookings when school events are planned and commitments need to be relocated to different venues

FRC - 9

Inputs facility , field rentals and field lining, cartage , NCIS requests and maintenance/operations /capital schedule requests into the rentals database ; and generates reports as required

FRC - 10

Assists with coordinating and scheduling use of District facilities for School Board, Municipal, Provincial and Federal elections

FRC - 11

Coordinates equipment, furniture and specific rental requirements for internal and external clients with Schools, and the Maintenance and Operations Department following District standards and guidelines

FRC - 12

Sells liability insurance; calculates and collects insurance payments; tracks insurance purchases for reconciliation with carrier and prepares the cheque requisition for payment to the insurance company , as required

FRC - 13

Issues approved rental agreement permits to external clients

FRC - 14

Generates facility and field rental agreement invoices ; collects and records

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QUALIFICATIONS
FACILITIES RENTALS COORDINATOR

EDUCATION	Grade 12 or equivalent and, One year accounting or legal secretarial program certificate (including /supplemented by basic accounting courses)
EXPERIENCE	One year of administrative experience in a customer service oriented office OR equivalent combination of education and experience

