



### JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

#### JOB TITLE: EXHIBIT SALES AND OUTDOOR RETAIL ASSISTANT

**Company:** Canadian National Exhibition (CNE)

**Type of Role:** Temporary

**Location:** Toronto

**Deadline to apply:** ASAP

**About:** Reporting to the Director of Exhibit Sales & Sponsorship, the Exhibit Sales & Outdoor Retail Assistant role within the Exhibit Sales team will be to actively contribute to achieving the team's objectives by assisting with the administration and coordination of logistics for a portfolio of clients. This role will assist in the office in the lead up to the fair and shift to an outdoor focus during the fair period.

**Here is what you will do:**

- Assist with general office support such as clerical and administrative functions within the Exhibit Sales department.
- Maintain customer service excellence with vendors, sponsors, suppliers, and trades.
- Assist the Exhibit Sales team with indoor and outdoor show operations including vendor correspondence, event signage, production, and logistics planning.
- Assist with updating vendor and event databases leading into and throughout the fair.
- Assist with floor plan auditing and maintenance as it relates to vendors.
- Event planning and work orders.
- Coordinate photography list for all related vendor booths.
- Liase with event support staff including set up crews, suppliers, trades etc..



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- Assist with move-in and move-out of outdoor retail vendors (site plan audits, outdoor tent placements etc..)
- Liaise daily with outdoor retailers throughout the 18-day fair.
- Completing daily evaluation reports on each outdoor retailer.
- Ensure compliance with CNE rules and regulations with respect to outdoor retailers.
- Assist the Account Manager, Outdoor Exhibits in investigating and resolving any complaints relative to outdoor concessionaires and retailers.
- Other duties as assigned.

### Qualifications

- Currently pursuing post-secondary education with a focus in event management OR equivalent work experience would be preferred
- Extraordinary attention to detail
- Self-starter, ambitious in nature
- Strong project management and time management skills are essential
- Exceptional organizational skills and ability to multi-task
- Ability to work under pressure and meet deadlines
- Strong computer skills (Microsoft Office Suite in particular PowerPoint and Excel)
- Ability to maintain a high degree of discretion and confidentiality
- Strong interpersonal skills and a pleasant demeanor
- Strong customer service skills
- Ability to work independently and in a team environment
- Excellent written and verbal communication skills and a polished manner

### Application Process:

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca), with the title of the job in the subject line. Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.



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### FOR MORE INFORMATION

Please direct any questions to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca)

For more information about Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca)

**We look forward to hearing from you!**