

JOB OPENING

FACILITY SERVICES COORDINATOR WYTHEVILLE MEETING CENTER

Applications will be received by the Human Resources Manager of the Town of Wytheville for the full-time position of Facility Services Coordinator at the Wytheville Meeting Center. **Desired Qualifications:** The successful candidate will be responsible for carrying out contracted client requests for use of the Wytheville Meeting Center, including setting up (and tearing down) of meeting rooms with the proper configuration of furnishings (including tables, chairs, staging, etc.), arranging for audio-visual needs to be met by proper personnel, arranging for break service and any other requested amenities, working with catering companies to ensure that contracted meal services are provided. Ensures prompt and accurate delivery of all client requests. Excellent quality service and communication in person, via telephone and email communications, and through direct mail to local citizens, businesses, and visitors. Ability to lift over twenty-five pounds on a repetitive basis. **Education and Experience:** Graduation from a college or university with a bachelor's degree in hospitality, management, or a closely related field and two years of related experience, or any equivalent combination of related education and experience. **Salary Range:** \$30,979 – \$49,827. Application packages are available from the Human Resources Department at the Town Municipal Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Web site at www.wytheville.org. Applications will be received until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**