



**Position:** Rental Assistant  
**Term:** 14-15 months Maternity Leave Contract  
**Reports to:** Executive Director; Rental Manager

**Scope:**

The candidate will work closely with Rental Manager and Executive Director, as well as the JCCC Events and Program teams. Standard work hours are 9:00am – 5:00pm, Mon-Fri, with the requirement to (as required) be available to work on evenings and weekends.

**Roles and Responsibilities**

**1) Accounting**

- Manage expenses and submit all related bills to accounting in a timely manner
- Responsible for generating invoices for events, and assist with invoicing for general JCCC purposes as well as filing related documents.

**2) Database Management**

- Manage booking software, EventPro, from daily functions, to troubleshooting, and database maintenance.
- Assist with management of administrative processes such as agreements, invoices and payments and setup layouts.

**3) Event Management, Sales & Coordination**

- Work with rental manager to assist and prepare event contracts for clients, and communicate with clients/team to confirm event details including (as required) on-site event supervision and execution
- Work with vendors, licensing office and other third parties as required.
- Oversee all bar related duties that may include inventory, purchasing, and staffing

**4) Other Administration & Events**

- Support Rental Manager

**QUALIFICATIONS AND SKILLS:**

- Experience in sales and/or events management an asset
- Excellent verbal and written skills
- Proficiency in Japanese and an appreciation/understanding of Japanese culture an asset.

**Employment is contingent upon three mandatory stipulations:**

1. Proof of employment eligibility in Canada (i.e., valid SIN number)
2. Employee agrees to undergo Vulnerable Sector Screening Check

Please send resume with the subject “300245 -Rental Assistant” to  
hr@jccc.on.ca.

Job posting closes June 15, 2024. Only successful candidates will be contacted.



JAPANESE CANADIAN  
CULTURAL CENTRE  
日系文化会館

## The JCCC is Hiring! · 求人募集

Join the team of the largest Japanese cultural organization outside of Japan  
We are looking for an individual to take on a 14-15 month Maternity Leave Contract Opportunity.

Position: Rental Assistant

Term: 14-15 month contract, from August 2024

Please check the JCCC website for details. Please send resume to [hr@jccc.on.ca](mailto:hr@jccc.on.ca)

Only successful candidates will be contacted. Job posting closes June 15, 2024. Please refer to

Job Posting 300245 –Rental Assistant.

### JCCC では現在、産休代替のための契約社員を募集中です！

職種： レンタルアシスタント

期間： 2024年8月から約14-15か月

詳細は JCCC ウェブサイトをご覧ください。

応募は2024年6月15日までにタイトルに Job Posting 300245 -Rental Assistant を記載の上、[hr@jccc.on.ca](mailto:hr@jccc.on.ca) までご送付ください。