

Job Postings by Department

Below you will find a list of job opportunities at West Edmonton Mall, Fantasyland Hotel and West Edmonton Mall Inn. You may also view them on our job posting boards located outside Human Resources and at [Guest Services](#) (near Galaxyland's main gate on Level One, Phase II).

Interested applicants may apply via e-mail to hr@wem.ca, by fax to 780-444-5266 or in person at the Human Resources office in the World Waterpark lobby of West Edmonton Mall.

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MAINTENANCE AND TRADES

Aquatics Maintenance Diver

The Aquatics Maintenance Diver performs underwater cleaning and maintenance in various areas of West Edmonton Mall.

Primary Responsibilities:

- Performing routine cleaning duties including scrubbing, filter cleaning, and other underwater responsibilities as assigned.
- Utilizing various hand tools and cleaning equipment in a proper and safe manner.
- Performing underwater maintenance in the indoor lake, the Aquariums department, Sea Lion's Rock, and the splash down pools in the Waterpark.
- Performing routine inspections on equipment and materials.

Qualifications:

- A minimum of DCBC Unrestricted Scuba, Rescue Diver and/or Divermaster certifications.
- Experience performing underwater maintenance and/or repairs.
- Must have experience in a variety of underwater operations and be comfortable working in the presence of Marine Life.
- The ability to spend extended periods of time underwater and the ability to pass a required dive medical.

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Outside Maintenance Labourer

West Edmonton Mall's Outside Maintenance department is looking for a full-time Labourer to join its team for Winter. The laborer is primarily responsible for the maintenance and upkeep of West Edmonton Mall's parking lots.

Duties: Responsible for garbage pickup, parking lot maintenance, and changing garbage cans, ash trays and planters. Wash garbage cans, ashtrays, windows, signs and call boxes. Shovel snow from walkways and clean up leaves, gravel, weeds and dirt. Ensure all areas outside the mall are well kept, clean, and free from debris. Small equipment operation, backpack blower, snow blower, power broom and hand tools. Installation and maintenance of door decals and walk off matting

Qualifications: Able to stand and walk for long periods of time. Able to lift and carry 23Kgs (50lbs). Excellent communication and interpersonal skills and the ability to work independently and as part of a team. Ability to work at heights and in harsh climate conditions. Valid Class 5 Driver's License.

Hours of Work: Full-time; day shifts.

Wage: \$15.60

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Ed's Rec Room Mechanic

Ed's Mechanic is responsible for overseeing the smooth and efficient day to day operations of the bowling pinsetters and scoring systems.

Primary Responsibilities are:

- Oversee all repairs of pinsetters and scoring systems.
- Create a work schedule and ensure work is being completed.
- Lane machine maintenance and lane conditioning.
- Ensure a safe bowling environment for customer.
- Ordering parts and lane products as needed.
- Training pin techs.
- Hiring new staff as required.
- Overseeing the inventory or parts.
- Evaluation, motivating, rewarding and disciplining staff as required.

Desired Qualifications:

- A Brunswick A-2 and Framworx Scoring system certification.
- Three (3) – Five (5) years experience working in a 10 pin bowling centre.
- Previous experience in a supervisory/managerial role is an asset.
- Must be able to work in noisy conditions and the ability to lift up to 50 lbs.

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Painter

Painters are responsible for the upkeep of all painting within the building of West Edmonton Mall. Duties include patching and painting of walls, doors and moulding, etc.

Primary Responsibilities are:

- Prepare and clean surfaces using methods such as scraping, sanding prior the application of paint.
- Removal of wallpaper and loose paint, repair cracks and holes in walls, and sandpaper to apply sealer.
- Mix and thin paint to obtain desired color and texture.
- Apply paint and other materials, such as stains, or spray equipment.

Desired Qualifications:

- A Journeyman Red Seal certification.
- Applicants must be self motivated and be able to work independently.
- Previous commercial paint experience is an asset.

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Equipment Operator

The Equipment Operator is primarily responsible for the maintenance and upkeep of West Edmonton Mall's parking lots.

PRIMARY RESPONSIBILITIES:

- Operation of Skid Steer Loaders, Tractors, Mobile Sweepers, Pressure Washers, Sand Blasters, Gravel spreaders, Line Painters, Boom Lifts, Fork Lifts and Trucks.
- Basic equipment maintenance and repair as well as sing replacement and installation.
- Maintenance and repairs on parking lot and sidewalks including the filling of potholes and cracks.
- Upkeep of parking lots including power sweeping and painting lines.
- Ensure all areas outside the mall are well kept, clean, and free from debris.
- Report major dysfunctions and problems that can't personally be solved to the Outside maintenance Supervisor.

DESIRED QUALIFICATIONS:

- Equipment experience with at least one of the above mentioned. Ability to lift and carry up to 50 lbs.
- A minimum of two (2) years experience working outdoors or with a range of equipment.
- Excellent communication and interpersonal skills and the ability to work independently and as part of a team.
- Ability to work at heights and in harsh climate conditions.
- Valid Class 5 Driver's License.

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Waterpark Custodian

The World Waterpark Custodian is responsible for a variety of maintenance, repair, and sanitation projects inside the World Waterpark facility.

Duties: General maintenance including cleaning, painting, general repairs and sanitation, maintaining the cleanliness of the Waterpark area, completion of daily clean-up lists and schedules, assisting in minor facility repairs and clean-ups, and other duties as assigned.

Qualifications: Applicant must be mechanically inclined, have an understanding of WHMIS and MSDS, have experience performing various repair jobs, and have the ability to work independently and previous experience with basic plumbing and/or carpentry in a desired asset.

Hours of Work: Full-time; day shifts.

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[HOTELS](#)

Housekeeping Supervisor

The Housekeeping Supervisor is responsible for maintaining the highest standards of cleanliness and service standards in the housekeeping department. This position will also work to oversee the day to day operations of the housekeeping staff.

Primary Responsibilities:

- Providing leadership, guiding, supervising, and co-ordinating the front line Housekeeping staff in the department and department trainers.
- Acting as a communication liaison between the housekeeping staff and the Executive Housekeeper.
- Ensuring all housekeeping employees are performing accordingly and conducting room inspections to ensure quality standard are being upheld while reporting results to the Executive Housekeeper and Hotel Management.
- Monitoring the department on-boarding and training processes to help prepare staff for work expectations and help retain them for long term employment.
- Responding to specific guest concerns or complaints relating to housekeeping and lost and found items while ensuring all special request and needs of guests and VIPs are communicated to and handled in the proper fashion by housekeeping staff.
- Ensuring all company policies and procedures are being following at all times within the housekeeping department and ensuring safe work practices are presented to and followed by staff at all times.
- Performing the regular duties of a Room Attendant and/or custodian of required.

Desired Qualifications:

- Minimum of 2 years supervisory experience in the housekeeping department of a high volume hotel property in a supervisory role/management role.
- Completion of hospitality management training and/or certificates in applicable programs.
- Strong communication skills with the proven ability to problem solve and utilize crisis management skills.
- Experience working successfully with all employees including experience mentoring and coaching.
- Excellent communication, interpersonal, and customer service skills complemented by team building and motivating abilities.

Houseperson

The Houseperson is responsible for stocking linen rooms, responding to guest requests for extra items, maintaining cleanliness in the hotel common areas and extra cleaning projects in rooms while exhibiting excellent internal and external customer service skills.

Primary Responsibilities:

- Clean guest floor corridors, linen rooms, service areas, vending areas, elevators, elevator foyers and furniture according to housekeeping policy.
- Collect and dispose of garbage from the service areas according to procedure.
- Stock linen rooms with required linens and supplies according to established procedure.
- Assist with heavy work such as moving furniture, turning mattresses, handling drapes, etc.

- Deliver special requests to guest rooms.
- Clean and/or spot clean carpets using specialized cleaning equipment as directed by the Executive Housekeeper.
- Report found articles, damages to property or equipment and other maintenance problems to the Housekeeping office.
- Be security conscious and report any unusual activities or suspicious persons to management or security at once.
- Aid section Housekeepers as needed.
- Comply with all Health and Safety policies and procedures.
- Follow all instructions as directed by control desk and Executive Housekeeper.

Desired Qualifications:

- Must have strong organizational skills and the ability to prioritize; as well as the ability to complete tasks with minimal supervision.
- Must be able to stand for up to 8 hours a day.
- Must be self motivated and be able to work independently.
- Previous cleaning experience is a definite asset.

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Room Attendant

The world renowned Fantasyland Hotel, is made up of 355 guest rooms on 12 floors and is a part of `The Greatest Indoor Show On Earth`, West Edmonton Mall. One exciting feature of this prestigious hotel is the 120 themed rooms that make Fantasyland Hotel truly one of the most unique hotels in the entire world.

These permanent, part-time positions are available immediately at the Fantasyland Hotel. Hours of work can vary and may include weekdays and weekends.

Room Attendants at the Fantasyland Hotel are responsible for the overall cleanliness of the hotel, including guest rooms, lobby, and public areas.

PRIMARY RESPONSIBILITIES:

- Clean, dust and vacuum lobby, public areas, hallways, guest rooms and grounds area.
- Strip beds and make beds according to hotel standards.
- Clean and mop bathrooms, all fixtures and floors and clean Jacuzzi's (if applicable within the rooms)
- Sanitize, replenish amenities and replace all soiled linens.
- Check for any deficiencies and damages and report to supervisor.
- Maintain high safety and security control for guest and hotel.
- Keep housekeeping carts clean and stocked.
- Storage area will be stocked up, cleaned and secured.
- Any reasonable and related duties to operating hotels.
- Other duties as required

DESIRED QUALIFICATIONS:

- Must be able to stand and walk for up to 8 hours a day.
- Must be self motivated and be able to work independently.
- Must be able to preform to set cleaning standards.
- Must be able to follow verbal and written instructions.
- Previous cleaning experience is an asset and candidates with hotel housekeeping experience are preferred.
- Must have knowledge of cleaning techniques and practices.

Wage: \$12.50 an hour

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Custodian (Day and Night)

The Fantasyland Hotel is looking for a full-time Custodian to join its team! The Custodian is responsible for a variety of maintenance, cleaning, and sanitation projects within the hotel including lobby, common areas and guest rooms.

Duties: General maintenance and cleaning including vacuuming, mopping, removing and clearing garbage bins and spot cleaning. Assisting room attendants in cleaning guest rooms and restocking carts. Clean guest floor corridors, linen rooms, and service areas, vending areas, elevators, elevator foyers and furniture according to housekeeping policy.

Qualifications: Able to stand for up to 8 hours a day and be physically able to lift up to 50 lbs. Must be able to speak, write, and understand basic English. Previous experience in a housekeeping or custodial role.

Hours of Work: Days shifts and night shifts available

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Laundry Supervisor

The Laundry Supervisor is responsible to oversee the daily operations of the laundry department at Fantasyland Hotel.

Primary Responsibilities:

- Oversee the washing and processing of all linen for the hotel.
- Supervise, co-ordinate, and schedule activities of the laundry staff as they process, wash, fold, and store linen as well as train new laundry employees.
- Establish and implement production routines and co-ordinate work activities with other departments.
- Monitor quality and production levels and ensure correct operation and maintenance of all laundry equipment.
- Schedule laundry personal according to instructions and guidelines of the Assistant Executive Housekeeper.
- Ensure high standards of cleanliness are maintained in all the laundry areas.

Desired Qualifications:

- Minimum of 2 years experience in the laundry department of a high volume hotel property in a supervisory role/management role.
- Completion of hospitality management training and/or certificates in applicable programs.
- Strong communication skills with the proven ability to problem solve and utilize crisis management skills.
- Experience working successfully with all employees including experience mentoring and coaching.
- Excellent communication, interpersonal, and customer service skills complemented by team building and motivating abilities.

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WEM Inn Room Attendant

The West Edmonton Mall Inn is currently looking for Full-time Room Attendants. Room Attendants ensure that the rooms are clean, tidy, and ready for new guests.

Duties: Cleaning guest rooms, suites, and common areas, ensuring that rooms are equipped with linens and guest supplies as needed and cleaning corridors and hallways.

Qualifications: Applicants must have a positive attitude, have a flexible schedule that allows for weekend and holiday shifts, be able to stand for extended periods of time, and have a high standards of care and pay close attention to detail.

Hours of Work: Days, weekends, holidays

Wage: \$11.50

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PARKS & ATTRACTIONS

Animal Care Attendant

Applicants are not being accepted for a full-time, Animal Care staff position in the Marine Life Department at West Edmonton Mall. The Marine Life Department is a small sized aquarium that is home to more than 100 species of fish, sharks, sea turtles, penguins, reptiles, amphibians and invertebrates- and at Sea Lion's Rock, home to four California sea lions that perform daily. The animal care staff report directly to the area super supervisor and works closely with other animal care staff and the volunteers. The animal care staffs is responsible for the daily husbandry of amphibians, terrestrial and marine reptiles, salt water invertebrates, fish and sharks. The Animal Care Staff also participates in our daily animal presentations and educational programs with sea turtles and sharks.

Responsibilities: Responsibilities include daily food preparation, feeding, cleaning assigned exhibits and general service areas, monitoring of animal health and behaviour, maintaining detailed and accurate records, assist in maintaining filtration system and water quality, animal training and handling using operant conditioning methods, public speaking and announcing in front of large crowds, and contribution to positive guest experiences through interactive programs.

Requirements: Successful candidates should have passion and interest in working with the specified animals and must be comfortable handling insets and prey. Applicants are to be comfortable working in a high-paced working environment and interacting with exotic animals in free contact. Successful applicants must be outgoing with ability to perform and interact with large groups of people. We are searching for candidates that have a high degree of organization, professionalism, attention to detail, excellent communication and problem solving skills, proficient with Microsoft Word and Excel. Availability to work evenings, weekends, and holidays are required, including the arability to work rotating shifts as assigned. A valid Alberta driver's licence and insurable driving records are required. This position required 40/week including weekends and holidays.

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Animal Care Volunteer

West Edmonton Mall's Marine Life department is looking for Volunteers! Under the direction of the Education Facilitator, the Animal Care Volunteer will support animal care staff in the preparation of diets, cleaning of exhibit spaces and assisting animal care staff in approved activities.

The Primary Responsibilities of this position include:

- Supporting marine life in its conservation efforts while educating our guests
- Assisting animal care staff in food preparation
- Assisting animal care staff in delivering of diets to animals
- Assisting in the cleaning of enclosures
- Helping to make enrichments for the animals
- Discovering and developing observation and record-keeping skills
- Providing information about the animals to guests while assisting them at our touch tanks

The Desired Qualifications for this position include:

- Excellent customer service skills with a strong sense of professionalism
- A passion for animals and education
- Ability to commit to a minimum of one shift per week, with a minimum of 75 hours per year
- Completion of Biology 30 and/or Chemistry 30 courses

Please note: There is NO handling of animals by volunteers but volunteers do have the opportunity to take part in a variety of tasks that enrich the animals' lives.

Apply immediately for this unique and exciting Volunteer position and gain knowledge and experience in this field!

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Admissions Cashier

Admissions Cashiers are responsible for processing transactions efficiently and accurately and providing outstanding customer service to the customers at various attractions.

Primary Responsibilities:

- Ensure that each customer receives excellent service by providing a friendly environment, which includes greeting and acknowledging every customer.
- Process all the admission transactions accurately by cash, credit card or automatic debit at the various Mall attractions.
- Ensure that the till contains correct amount of money and adequate supplies of change.
- Calculate and reconcile the total cash received at the till at the end of the day.
- Maintain a sound knowledge of the services, promotional offers, pricing, schedules, events, rules and regulations at the attractions to resolve customer enquiry.
- Being up to date with all Mall Attractions in order to answer any customer queries and provide information.
- Maintain clean and orderly appearance of the registration desk and stock with necessary supplies.
- Comply with all the policies and procedures of West Edmonton Mall and Admissions department.

Desired Qualifications:

- Must have excellent communication and interpersonal skills.
- Previous cash handling or sales experience an asset
- Should be able to operate computerized till system.
- Should be able to do repetitious work accurately.

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Cashroom Clerk-Level 1

Cashroom Clerk's are responsible for the verification and counting of all transactions deposited to the Parks and Attractions of West Edmonton Mall, inputting information, and preparing the daily deposits into the bank.

Primary Responsibilities:

- Create floats, verify deposits and input deposits into WEMPARKS.
- Balance the safe by counting the cash and coins.
- Issue and keep track of armbands, tickets, keys, gift cards, Ticketmaster and other various stocks.
- May be required to prepare and reconcile various reports.
- Provide our guests with SUPERB customer service and have sound knowledge of WEM, ticket/admission prices, and general attraction information in order to assist guests with any questions or issues they may have.
- Follow health and safety and emergency procedures.
- Follow all other policies and procedures of the Cashroom.

Desired Qualifications:

- Candidates must be at least 18 years of age.
- Previous cash experience in an asset.
- Candidates must be able to work independently and sometimes in confined spaces.
- Must be able to stand up for at least 8 hours and lift up to 30 lbs.
- A flexible availability and may be scheduled evenings, weekends, some holidays.

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Ed's Rec Room Bowling Counter Attendant

The Bowling Counter Attendant provides excellent customer service to the customers at Ed's Rec Room and answers customer inquiries while admitting customers into the bowling lanes and billiards area.

Primary Responsibilities:

- Selling bowling lanes to customers, Assigning bowlers to lanes, receiving lane payments, handing out bowling shoes.
- Organizing and maintaining a clean counter area and sanitation of bowling shoes.
- Providing bowlers with rental shoes, lane bumpers, and special needs bowling equipment
- Answering and transferring phone calls and responding to lane inquires
- Providing exceptional customer service including having sound knowledge of West Edmonton Mall, lane and package prices, and general attraction information in order to assist guests with any questions or issues they may have.
- Follow health and safety, and emergency procedures.
- Other responsibilities as required

Desired Qualifications:

- At least 15 years of age

- Applicants must possess a very friendly, cheerful personality
- Prior cash handling and customer service experience
- Must enjoy working with the public in a fast paced environment.

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Ed's Rec Room Supervisor

The Food and Beverage Supervisor will assist in overseeing the operations of the Food and Beverage outlets and service in Ed's Rec Room. This position will assist in ensuring a positive working environment for employees and a safe, pleasant experience for our guests.

Primary Responsibilities:

- Providing leadership and staff development to F&B Staff in Ed's Rec Room through effective role modeling and coaching techniques while assisting with the employee relations, and training activities of the F&B areas.
- Prepare, serve and sell food and beverage items to guests while providing great customer service.
- Overseeing and developing proper food preparation techniques and practices to ensure top food quality and efficient service times for our guests.
- Ensuring the Staff are adhering to required cleanliness, liquor control and safety standards while ensuring positive interactions with outside customers, cleaning and maintenance contractors, and governing bodies to ensure all health and liquor regulations are being met at all times.
- Being called upon to deal with all aspects of F & B related customer service issues, public inquiries, and guest concerns.

Desired Qualifications:

- Previous experience acting in a supervisory role within a restaurant, lounge, or related facility.
- Excellent communication, interpersonal, and customer service skills complemented by strong large scale team building and motivating abilities with the ability to mentor those new to the workforce.
- Applicants must be 18 years of age or older and have completed Pro Serve training.
- Should have superior problem solving skills and be able to react calmly and proactively in stressful situations and emergencies.

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Guest Services Representative

The Guest Services Representative provides friendly and efficient customer service to West Edmonton Mall customers and guests.

Primary Responsibilities will include:

- Providing information on West Edmonton Mall's stores, services and attractions.
- Processing West Edmonton Mall Gift Cards, Super Fun Attractions Pass orders and Ticketmaster transactions.
- Receiving contest entry forms, assisting with birthday party bookings, and responding to any customer questions and inquiries.
- Keeping office area clean and stocked as well as materials for party rooms.

Desired Qualifications:

- Must have exceptional multitasking and organizational ability.
- Must have excellent communication skills including excellent reading, writing and speaking skills.
- Should have superior problem solving skills and be able to react calmly and proactively in stressful situations and emergencies.
- Previous experience working as a cashier or receptionist.
- Experience using Microsoft Word and Excel.

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Top Slide Patrol

The World Waterpark is looking for part-time Top Slide Patrollers. These great part-time positions are a fun way to make new friends, earn money, and look forward to coming to work. Shifts can vary and include days, evenings, weekends and holidays.

The main duties include assisting guests in the safe use of the water slides in the World Waterpark. No previous swimming/lifesaving experience is required because onsite training is provided. Completion of Red Cross Level 10 and/or Lifesaving Society Swim for Life or equivalent is recommended.

Applicants must be friendly and outgoing, enjoy dealing with the public in a fast-paced environment, be available to work weekends and evenings, and be able to work in hot and humid conditions.

Wage: \$9.40 an hour

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Bottom Slide Patroller

The World Waterpark is looking for a part-time Bottom Slide Patroller. The Bottom Slide Patroller assists guests in the safe use of the water slides in the World Waterpark.

The primary duties of this position include standing at the end of one of the Waterpark slides and making sure that guests are safe and do not require assistance when they land in the water.

The desired qualifications of this position include a friendly personality, ability to work in hot and humid conditions, availability to work weekends, and completion of Bronze Cross.

Wage: \$10.75 per hour.

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Waterpark Cook

Food and Beverage Cooks are responsible for preparing food for guests, while maintaining a clean and sanitary environment and complying with government rules, regulation and policies while maintaining a clean and safe environment.

PRIMARY RESPONSIBILITIES:

- Prepare food for guests according to the Food & Beverage Department's standards and compliance with the government health regulations.
- Provide a catering service by setting up buffets, food and displays as required.
- Clean food preparation areas, cooking surfaces, and utensils.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Start food items that are prepared ahead of time, making sure not to prepare more than estimated needs.
- Maintain an accurate stock and inventory and assist with bi-weekly inventory.
- Verify that prepared food meets requirements for quality and quantity.
- Wash, cut, and prepare foods designated for cooking while maintaining a clean and sanitary environment.
- Assist in setting up plans and actions to correct any food cost problems and control food waste.
- Adhere to Customer Service Procedures/ Etiquette as posted in all Food & Beverage outlets.

DESIRED QUALIFICATIONS:

- Completion of high school diploma or equivalent.
- At least 1 (one) year of previous cooking or related work experience.
- Ability to work in a hot and humid environment and in close proximity to water and chlorine. Potential hazards include: water, cleaning chemicals and sharp utensils.
- Up to date with WHIMS and possess a food safe certification.
- Completion of WEM's Customer Service Training Program or similar program.
- Must have the physical ability to lift heavy objects.

Wage: \$12.30 an hour

Galaxyland Assistant Manager

West Edmonton Mall's Galaxyland Amusement Park is currently seeking an ambitious individual to step into the role of Assistant Manager. This position will help oversee and direct the daily operations of this exciting working environment. This unique opportunity is open to candidates looking for a dynamic new management opportunity and who bring both energy and enthusiasm to the workplace.

Primary Responsibilities will include:

- Providing leadership for employees through effective role modeling and coaching and assisting with Galaxyland's employee relations, recruitment, labour control, and training activities and initiatives.
- Ensuring all company policies and procedures are being followed at all times within Galaxyland.
- Assisting in overseeing Galaxyland's overall cleanliness and safety programs to ensure that overall guest and staff safety is assured.
- Can be called upon to deal with all aspects of Park customer service issues, public inquiries, and guest concerns.
- Acting as a liaison with various West Edmonton Mall department and staff, event organizers or other special event liaisons utilizing Galaxyland's rides and attractions.
- Supervising the Galaxyland Supervisors and staff of a daily basis and provide ongoing communication and development to the Park's team.

Desired Qualifications for this position are:

- At minimum of three (3) to five (5) years experience in a management role with experience working with a large volume of staff.
- Previous experience acting in a management role within the customer service industry.
- A sound grasp of business principals, time-management, organization expectations, and staff management practices.
- Excellent communication, interpersonal, and customer service skills complemented by team building and motivating abilities.
- Excellent communication skills and experience working with Microsoft Computer programs including outlook and excel.

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Graphic Design Project Lead

The Graphic Design Project Lead is responsible for the development, design and production of West Edmonton Mall's visual graphic design and marketing projects and campaigns in order to effectively communicate information through advertising, publications, posters, signs, interactive media and visual graphics while presenting information in a way that is both accessible and aesthetically-pleasing.

Primary Responsibilities will include:

- Working closely with various West Edmonton Mall departments and project managers to establish goals, objectives, and time-lines for specific visual design and marketing projects.
- Design print and multi-media artwork for promotional events including advertisements, brochures, flyers, major communication pieces, as well as designing mall signage.
- Implementing brand guidelines in all design work and maintain the graphic design network and storage for files.
- Coming up with new, creative and fresh ideas for visual design and marketing projects and implementing them when appropriate.
- Supervise other graphic designers to co-ordinate production for print, audio-visual or electronic materials.

Desired Qualifications for this position are:

- Post-Secondary education with a degree or diploma in a graphic design program.
- A minimum of two (2)- three (3) years experience working in graphic design and project management in an office based working environment.
- Proficient knowledge of Adobe CS5 and strong knowledge of all Microsoft Office programs.
- Strong creative ability and attention to details as well as excellent organizational, communication, and time-management skills.
- Ability to multi-task in a fast-paced, ever-changing environment.

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Set-Up Supervisor

The Set-Up Supervisor is responsible for supervising and coordinating the staff and administration of the Set-Up department while reviewing and enhancing department protocols and procedures.

Primary Responsibilities will include:

- Overseeing the staff and the procedures of the Set-Up department while responding and following up with any questions, inquires, or concerns relating to Set-Up department related operations.
- Acting as a liaison between the Set-Up team leader and staff, Marketing, Specialty Leasing, Property Management, Maintenance, Human Resources or other areas to resolve any conflicts, operational issues, staff performance reviews, or other matters.
- Ensuring all required administrative and documentation requirements are being met by the department on a daily basis and managing the Set-Up department budgetary activity, inventory levels and shop organization.
- Coordinating project planning meetings, developing new protocols and best practices for the department and exploring new opportunities for department enhancements and the services the Set-Up department provides to the company.
- Completing site visits to ensure Set-Up tasks are being completed as per task sheets and to an acceptable standard and ensuring the staff of the department are utilizing their time in a safe, efficient, and effective manner.
- Performing department scheduling, e-time and payroll responsibilities.
- Utilization of the Mallpoint tracking system to monitor and delegate tasks to the Set-Up team while ensuring all required projects and tasks are completed on time and to an acceptable level.

- Acting as the main point of contact for the Set-Up department with internal department representatives and external event representatives while monitoring required emails and communications for updates and/or delegating responsibilities to the team.
- Participating in all aspects of the work of the Set-Up crew by engaged in setting up and breaking down of stages, tables, chairs, signage displays, mall map distribution and all other projects and tasks of the department.

Desired Qualifications for this position are:

- Two (2) to three (3) years of experience setting up events, logistics planning, and communicating with internal and external clients and representatives.
- Post secondary education in business management, project management or equivalent training as an asset.
- Previous experience in acting in a supervisory or management based position.
- Self driven with the ability to supervise staff adhering to broad task based goals and objectives.
- Exceptional organizational, multi-tasking and communication skills are required.
- Physically capable of performing the set up and tear down of events and must be able to work occasionally at heights and previous ariel platform experience and certification is an asset.

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Lawyer

Senior Corporate Lawyer required with Triple Five Worldwide and West Edmonton Mall. Triple Five's Canadian Head Office in Edmonton, Alberta is currently seeking an experienced and qualified Senior Corporate Lawyer to act as Triple Five's General Counsel and to advise and facilitate the legal practices relating to different Triple Five Divisions and West Edmonton Mall's shopping center leases, contract negotiations, and other diversified corporate matters of Triple Five, both nationally and internationally in many diversified fields.

RESPONSIBILITIES:

- Administering the legal process for the leasing and retail real estate agreements and related business ventures.
- Providing legal advice specializing in corporate and commercial real estate negotiations, drafting specialized leasing agreements, developing sound legal process and finalizing corporate ventures and involvement with Triple Five's other divisions.
- Experience in Oil and Gas negotiation will be an asset.
- Must be in good standing with an entity of the Federation of Law Societies of Canada and/or the Canadian Bar Association.

Qualified candidates can forward their resumes in FULL confidence with covering letter via email to: hr@triplefive.com

**Complete confidentiality and privacy will be respected for all candidates and no references or unauthorized communications will be made to any 3rd party without consent.

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Share Point Developer

The SharePoint Developer will be responsible for developing, maintaining and enhancing the SharePoint based websites and SharePoint software systems of West Edmonton Mall and related business ventures.

PRIMARY RESPONSIBILITIES:

- Providing technical expertise to the development and customization of new and existing SharePoint web based and in house applications including website Content Management Systems.
- Working with our Marketing and I.T. teams to help design and build dynamic high quality websites.
- Managing complete SharePoint SDLC (Software Development Life Cycle), including analysis, design, code and testing of Microsoft SharePoint and Microsoft technologies.
- Utilizing previous industry experience to complete end to end solutions, data design, prototyping and modeling while integrating SharePoint with other applications/systems (both Microsoft and non-Microsoft software).
- Creating and maintaining related technical documentation, test plans and implementation plans and converting business processes and needs into technical SharePoint requirements.
- Utilizing creativity and visual sense to ensure all SharePoint related projects and tasks are aesthetically appealing and convenient and user friendly.

DESIRED QUALIFICATIONS:

- A minimum of three (3) to five (5) years of related SharePoint based experience in the private/commercial sector supporting medium to large sized businesses.
- Completion of a Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, or other related field complemented by SharePoint certification.
- Must be experienced in SharePoint 2010 structures, theories, principles, and practices with strong programming skills in C#, .Net framework, SharePoint Designer and related web browsing software and technology.
- Previous experience in an organization with multiple objectives, new initiatives, and cross-industry priorities and candidates must have exceptional interpersonal and communication skills and abilities.

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SECURITY

West Edmonton Mall Security

West Edmonton Mall's Security Department is looking to recruit the most dedicated and Security-minded individuals to help make a difference in the lives of our guests, customers and the community. West Edmonton Mall Security is currently looking for full time and part-time employees.

To be successful in West Edmonton Mall Security individuals must possess the following personal characteristics:

- Represent honesty, integrity and bring a positive work ethic to the job every day.

- Must be outgoing, have a friendly personality, be approachable, and have excellent interpersonal skills.
- Excellent problem solving skills and the ability to be assertive, diplomatic and considerate.
- Loyal and trustworthy and take pride in your work.

If you would like to be considered for a position with West Edmonton Mall's Security Department, you must have the following qualifications:

- Previous committed working experience in a position with responsibility and an emphasis on teamwork.
- Certified in first aid and CPR or be willing to obtain required certification
- Must be in possession of a Security licence in compliance with the (SSIA) and hold a valid class 5 driver's licence.
- Applicants with previous experience in a security, military, or protection based position are encouraged to apply.
- Enjoy a position that keeps you on the move and be physically fit. This position requires a fitness test.
- Strong verbal and written communication skills and must be able to complete a position-related written exam.
- Post-secondary education in policing and security or formal training in security measures or practices are definite assets to the position.

Wage: \$17.65 an hour

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Interested applicants can submit a resume with an attached cover letter to:

West Edmonton Mall Human Resources Office

1755, 8882-170 Street, Waterpark lobby

Email: hr@wem.ca

Fax: 780-444-5266

Due to the high number of applications we receive, only those selected for interviews will be contacted.

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