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Event Planner Coordinator

Posted by: Cantrav Services Inc.

Posting date: 28-Oct-2024 **Closing date:** 26-Apr-2025

Education: Bachelor degree

Language: English

Job location: Vancouver

Salary: \$47500 Per Year

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7200247

Job description:

Job type:	Full-time
Work Language:	English
Hours:	30 hours per week
Wage:	\$47,500
Benefits:	Dental care, Extended health care

Who We Are:

Cantrav is Canada's premier Destination Management and Event Production company and has been delivering impeccable service to international and local corporate clients since 1982. We create, plan, and deliver unforgettable experiences in exceptional destinations across the country, each uniquely designed to foster human connection and leave lasting memories.

Duties:

- Supporting the Program Design and Operations teams to achieve its annual revenue targets and continue building Cantrav's reputation.

- Supporting the Sales Team in developing creative, logistically sound, cost-effective proposals and budgets for program requests within the Vancouver, Victoria, Whistler, Rockies, Alaska, Montreal, Quebec, Ottawa, and Toronto Areas.
- Development of creative program concepts.
- Considering program logistics including group movements, food and beverage, activities, budget development, product development and procurement, supplier management.
- Managing time effectively for the success of the programs.
- Communicating effectively with partners, suppliers, and clients.
- Assisting in the successful delivery of services to our clients in a matter that is fiscally accountable.
- Liaising with clients and supplier partners relating to assigned Cantrav operational projects.
- Assisting with budget development and cost containment, client management, logistics planning, supplier negotiation and coordination of the delivery of services on site.

Requirements:

The ideal candidate will possess the following skills and attributes:

- Bachelor's degree in hospitality, public relations, management, or related field
- Well-organized with excellent time management and multi-tasking abilities.
- Excellent oral, written and interpersonal skills.
- Excellent budget creation and management skills.
- Self-motivated with a demonstrated ability to make decisions, manage logistics, multi-task, and meet project deadlines.
- Ability to work with multiple suppliers and build long-lasting relationships.
- Proficient computer skills (CRM, Excel, word processing, PowerPoint).
- Knowledge of Vancouver and Whistler tourism areas is an asset.
- Availability to work evenings and weekends as business needs require.
- Minimum 1~2 years' event planning experience within the tourism industry

To apply:

please email: cantravjobs@gmail.com

