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EVENT PLANNER (NOC: 12103)

Posted by: TSM Foods Inc.

Posting date: 17-Sep-2024 **Closing date:** 16-Mar-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Richmond Hill

Salary: \$30.15 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5746620

Job description:

EVENT PLANNER (NOC: 12103)

Posted on September 10, 2024, by TSM Foods Inc.

JOB DETAILS

Location

Richmond Hill, Ontario L4C 6C2

Salary

\$30.15 hourly / 30 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Weekend

Start date

Starts as soon as possible.

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Work setting

Catering firm

RESPONSIBILITIES

Tasks

- Prepare, present and manage budgets
- Arrange for shipping, receiving and storage
- Co-ordinate and monitor conference and meeting activities and attend to related details
- Co-ordinate media services
- Confirm and co-ordinate speakers
- Research and design special events programs
- Plan for VIP arrangements
- Plan for social events and guest programs
- Prepare final financial and other reports
- Additional information

Personal suitability

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Flexibility
- Initiative
- Organized
- Team player
- Time management
- Resourcefulness
- Ability to multitask

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

tsm-careers@post.com