



## 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](mailto:tsm-careers@post.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [tsm-careers@post.com](mailto:tsm-careers@post.com)**

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