



## **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

**Expired**

### **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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