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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: DISJ7234028

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