Expired



EVENT PLANNER (NOC: 12103)

Posted by TSM Foods Inc.

Posting Date: 17-Sep-2024

Closing Date: 16-Mar-2025

Location: Richmond Hill

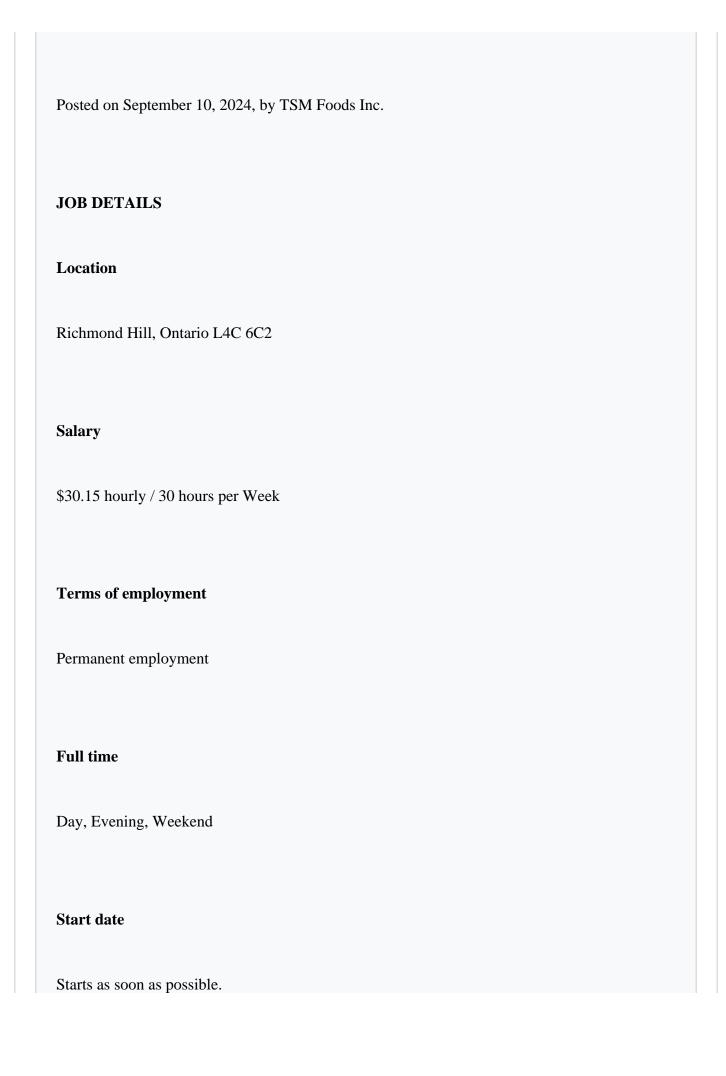
Salary: \$30.15 Per Hour

Job Requirements

- **Education**: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Language: English
- Years of Experience: 1 year
- Vacancy: 1
- Job Type: Full TimeJob ID: DISJ7234028

Job Description:

EVENT PLANNER (NOC: 12103)



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
●eeeeee Plan for social events and guest programs
● ∈∈∈∈∈∈ Prepare final financial and other reports
•eeeeee 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:
• eeeeee Canadian citizens and permanent or temporary residents of Canada.
● ∈∈∈∈∈∈ Other candidates with or without a valid Canadian work permit.
HOW TO APPLY
Direct Apply

	on Job Bank (Direct Apply)	
sy email		
sm-careers@post.con	n	

Posted on Disabled job Portal