

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 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

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

Posted on Disabled job Portal