

EVENT PLANNER (NOC: 12103)

Posted By: TSM Foods Inc.

Location: Richmond Hill

Salary: \$30.15 Per Hour

JOB ID : RJ6368019

Posting Date : 17-Sep-2024

Expiry 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

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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 refugeejobportal.com