

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

| POSITION | EVENT PLANNER |
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| JOB NUMBER | 3313 |
| NUMBER OF POSITION/S | 1 |
| NOC CODE | 1226 |
| CLOSING DATE | 2018-07-13 |
| LOCATION | Winnipeg, MB Inkster |
| ACCESSIBLE BY TRANSIT | Yes |
| HOURS PER WEEK | 40 |
| HOURLY WAGE RANGE | TBD |
| JOB TERMS | Full time |
| JOB DESCRIPTION | <p>Event Planners plan everything from weddings to large expos and trade shows.</p> <p>Event Planners control an event from conception to clean up.</p> <p>Meet with clients to work out event details, plan with the client and their team, scout and book locations, food, entertainment, staff and cleanup.</p> |
| JOB DUTIES | <ul style="list-style-type: none"> -Identify potential opportunities at the local level and create campaigns to capitalize on those opportunities -Develop a network of event subcontractors that make planning each community event a simple process -Manage all aspects of the the event planning process, including collaboration with subcontractors, venue identification, menu development, printing and design of materials and budget tracking -Collaborate with several departments within the company as well as local community groups -Attend community functions to network and identify potential opportunities <p>Create summary reports of each event outlining how data gathered from current community events can be used to develop successful future events</p> |
| QUALIFICATIONS, REQUIREMENTS & SKILLS | <ul style="list-style-type: none"> -Bachelor s Degree in Hospitality Management, Marketing or a related field 2+ years event management experience Proven track record of identifying and maximizing event opportunities -Must be a self-starter who requires little to no supervision to meet corporate goals -Excellent time management and communication skills require |
| APPLICATION PROCESS | <p>Send targeted resume</p> <p>Apply through your CC</p> |
| JD | Stacey Singbeil |