

Position: Event/Wedding Coordinator

Job Type: Full-time

Pay: CA\$25.00 per hour

Job description:

## Summary

As an Event-Wedding Coordinator, you will be responsible for planning and executing a variety of events which include weddings, private and corporate events big and small by ensuring a seamless experience for all attendees. Reporting to the Events Manager, you will utilize your core skills in; customer service and time management to meet client expectations. Your skills in hospitality will enhance event production and guest engagement. With relevant experience in wedding and events, you will contribute to creating memorable events while maintaining strong communication and organizational skills throughout the planning process. You must have experience in setups, breakdowns, planning and coordinating large events.

## Key Responsibilities:

- Sales; Answer phone calls, meet with clients both remote and in person, focusing on details and documentation.
- Compose proposals that include pricing and design elements
- Onsite installs and take down of event décor, florals etc.
- Work with staff and site manage vendors, staff and volunteers
- Perform any other duties assigned.

## Required Skills:

- Work in-house in a team environment
- Work with event - decor and catering teams on setup and take-down
- Work flexible hours including late nights and weekends.
- Diploma/Degree in Hotel/Resort or Wedding planning an asset.
- Knowledge of food and beverage operations is helpful
- Previous sales experience is an asset

- Excellent interpersonal skills
- Excellent verbal and written English communication skills required
- Word, Excel and Outlook experience required
- Graphic design an asset
- A background in florals is an asset!

#### Work Environment:

Work is performed in an office, event, convention, or outdoor environment. Hours may fluctuate based on business demand, including weekends and longer days during peak times. During slower periods; especially throughout the January to May shoulder season, employees can have increased flexibility and opportunities to take time off, subject to business requirements.

#### Personal skills to include:

- Innovative thinking
  - Resourceful, resilient and driven with personal confidence
  - Experience supporting multiple projects at the same time
  - A history of being able to problem-solve situations under stress
  - Solid communication and writing skills
  - Strong analytical skills and business insight
  - Effective organizational and time management skills
  - Fast learner and an active team player
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- Experience: event sales and onsite setups: 3 years (required)
  - License/Certification: Canadian Driver's License and own transportation (required)

Send resumes to; [employment@secorp.ca](mailto:employment@secorp.ca)