

WorkBC Employment Services – Job Posting

EVENT COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	Function junction office location
Job Type	;#Short-Term;#Contract;#Temporary;#
Availability Requirements	;#20 hours per week; combination of weekdays and evenings/weekends during events;#
Level / Salary Range	\$20 - \$22/hr
Years of Experience	
Position Area	
Date Job Posted	1/15/2019 12:00:00 AM
Application Deadline	2/15/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/temp-event-coordinator/ Applications received via email will be redirected to the website
Job Description	<p>One of Whistlers most successful event companies is seeking someone to help out as a temporary Event Coordinator.</p> <p>This opportunity could lead into a full-time permanent placement for the right candidate!</p> <p>DATES: to start immediately for 4 to 5 weeks (permanent position also available).</p> <p>HOURS: 20 hours per week; combination of weekdays and evenings/weekends during events.</p> <p>LOCATION: Function junction office location.</p> <p>ATTIRE: Office professional. Clean and presentable with no loud visible brands, tattoos or facial piercings.</p> <p>DUTIES INCLUDE:</p> <ul style="list-style-type: none"> - Coordinate all décor inventory, ensuring storage is kept tidy, product is cleaned and restocked after every event and booking. - Billing back for lost or damaged products.

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	<ul style="list-style-type: none"> - Coordinate teams and be responsible for all setup and tear down of décor bookings requiring onsite support. - Continued liaison and relationship development of onsite vendor and venue partner contacts. - Development and execution of production schedules. - Coordinate in house support staff – both in office and on event. - Coordinate and execute rental deliveries as and when required.
Accessibility	;#Accessible by Public Transit;#
Desired Qualifications and Experience	<p>THE PERFECT CANDIDATE:</p> <ul style="list-style-type: none"> - Background in event coordination or operations management. - Strong attention to detail with the ability to work productively in a fast-paced work environment. - Strong administrative skills including proficiency with MS Office, Word, Excel and customer CRM databases. - Experience working with a Mac Operating system preferred. <p>Additional Information:</p> <p>WAGES: \$20 to \$22/hr Whistler Personnel uses a progressive pay system that awards pay increases based on number of Successful Shifts completed. The more you work with us, in any role, the more you get paid per hour!</p> <p>Tier 1 = \$20/hr to start plus 4% vacation pay Tier 2 = \$21/hr after 5 successful shifts plus 4% vacation pay Tier 3 = \$22/hr after 10 successful shifts plus 4% vacation pay</p> <p>Successful Shifts = be on time, work hard and make our clients happy. These can be in any temp position with Whistler Personnel.</p>
Opportunity Type	?