

WorkBC Employment Services – Job Posting

OPERATIONS MANAGER TRAINEE

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#
Availability Requirements	;#Monday to Friday;#Weekends Required;#Typical Monday to Friday schedule; must be able to work weekends/evenings for events.;#
Level / Salary Range	Competitive starting wage with increases as more responsibilities are added to the position.
Years of Experience	
Position Area	Other
Date Job Posted	1/28/2019 12:00:00 AM
Application Deadline	2/28/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
How to Apply	<a href="http://www.whistler-jobs.com/job/operations-manager-rental/">www.whistler-jobs.com/job/operations-manager-rental/</a> Applications received via email will be redirected to the website
Job Description	<p>A successful event planning company is growing quickly and has an opening for a full-time Operations Manager Trainee to join their close-knit team and work their way into the management of the Rental Division. This position will grow into a management position for the perfect candidate and full training will be provided during the probation period. Ideally suited for someone with previous events experience with strong leadership and time management abilities. Offering a competitive wage with increases as more responsibilities are added to the position, plus extended health and dental benefits.</p> <p><b>Responsibilities Include:</b>  <i>Operations:</i></p> <ul style="list-style-type: none"> <li>- Actively grow the rental division – building client relationships and sourcing new clients.</li> <li>- Work with the planners for décor procurement including shipping and receiving into the warehouse.</li> </ul>

WorkBC Employment Services – Job Posting

	<ul style="list-style-type: none"> <li>- Ongoing Event Pro Planner software management and continued development of the best possible system for inventory.</li> <li>- Input all inventory in to Event Pro Planner and the website platform, as an ongoing maintenance process.</li> <li>- Preparation of marketing materials to be sent out to all identified venues and targeted businesses in order to attract rental business.</li> </ul> <p><i>Ongoing Rental Management:</i></p> <ul style="list-style-type: none"> <li>- Maintaining the lead response and produce contracts, invoicing and manage bookings according to the Celebrate event management practices.</li> <li>- Manage all décor inventory, ensuring storage is kept tidy, product is cleaned and restocked after every event and booking.</li> <li>- Billing back for lost or damaged products.</li> <li>- Ordering of new product and replacing/repairing lost or broken items as required.</li> <li>- Working with the Lead Designer for all inventory purchases.</li> </ul> <p><i>Event Coordinator:</i></p> <ul style="list-style-type: none"> <li>- Manage teams and be responsible for all setup and teardown of décor bookings requiring onsite support.</li> <li>- Continued liaison and relationship development of onsite vendor and venue partner contacts.</li> <li>- Development and execution of production schedules.</li> <li>- Managing in house support staff – both in office and on event.</li> <li>- Manage and execute rental deliveries as and when required.</li> </ul> <p><i>Additional Duties:</i></p> <ul style="list-style-type: none"> <li>- Oversee/manage the ongoing maintenance of the building and all related duties which may include but are not limited to, storage installation, painting, minor work such as installing shelving, creating safe and protective shipping packaging for all rental inventory, regular weekly cleaning and to work with the owner to create an interesting and unique space.</li> <li>- Product pick up at the border and within Vancouver, as and when required.</li> </ul>
<b>Accessibility</b>	

WorkBC Employment Services – Job Posting

<p><b>Desired Qualifications and Experience</b></p>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- Preferred experience in the event industry in a similar role.</li> <li>- Motivated, self-starter who is keen and can take ownership and initiative.</li> <li>- Strong team player with a “can do” attitude.</li> <li>- Strong leader who takes a supportive approach.</li> <li>- Can see the bigger picture and is able to jump in when needed.</li> <li>- Time management and the ability to complete projects on deadline.</li> <li>- Computer Savvy, experience with Mac preferred but not required.</li> <li>- Organized and professional.</li> <li>- Positive can do and proactive attitude.</li> <li>- BC drivers licence required.</li> </ul> <p><b><i>Additional Information About this Role:</i></b></p> <ul style="list-style-type: none"> <li>- Full-time, Year-round with some flexibility.</li> <li>- Competitive starting wage with increases as more responsibilities are added to the position.</li> <li>- Typical Monday to Friday schedule; must be able to work weekends/evenings for events.</li> <li>- Extended health and dental benefits after 3 months.</li> <li>- Access to FAM tours and staff events.</li> <li>- Lots of opportunities for continued learning in the event industry.</li> <li>- Mentorship by an Award Winning Event Planner and Designer.</li> </ul>
<p><b>Opportunity Type</b></p>	<p>?</p>