



Event Planner

Description

- Meet clients to plan the scope and format of events, to establish and monitor budgets and to review administrative procedures and progress of events.
- Coordinate services for events, such as conferences, Weddings and all kinds of celebrations, catering, signage, displays, translation, special needs requirements, audio-visual equipment, printing and security.
- Plan entertainment and social gatherings for participants.
- Negotiate contracts for services, approve suppliers' invoices, maintain financial records, review final billing submitted to clients for events and prepare reports.
- Ensure compliance with required city by-laws.

Qualification

1. **Essential Skills:** MS Excel, MS PowerPoint, MS Word
2. **Experience:** Must have at least two years of experience in Hospitality Industry
3. **Languages:** English

Closing Date

October 18, 2024

Categories

Art, Culture, Recreation and Sport

Employer

7482656 Manitoba Ltd
O/A King of India

Location

Inkster

Address

1770 King Edward St
Winnipeg, R2R 0M5

Job Type

Full-time

Education Level

Bachelor

Wage

\$25.00 - \$25.00

Email

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