

Position: Events Coordinator

Property: Lob Toronto

Minimum 2 month contract with possible full-time

Start: Immediately

\$700 per week – 30-40 hours per week

Energetic professional to coordinate corporate meetings and functions, as well as manage administration and logistics in support of managers.

The event coordinator should have precision attention to detail, a love for meetings and events, provide outstanding customer service, be an enthusiastic professional, and able to build relationships with customers.

- Gather information on each booking to achieve quality event productions.
- Answer email and phone inquiries for group bookings.
- Use Open Table software to determine availability and reserve booking.
- Communicate group food orders and dietary restrictions to the kitchen.
- Coordinate appointments and visits to see our venue.
- Excellent communication skills, including writing, proof reading skills, and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Meeting coordinating experience not required, but an asset.
- Restaurant experience an asset.

Please note that this position is with a dynamic company. We look to discover strengths and find the best way to utilize them. Duties may be added or remove as the position develops.

Resumes should be sent to

Andrew Hodd

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