event planner (12103)

The Royal Palace Ab Inc.

Job ID
45879

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LOCATION	DATE POSTED	EXPIRY DATE
4960 93 Ave Edmonton, AB T6B 2L6, Edmonton, AB | Alberta	05-03-2025	23-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 27.00 hourly / 35 hours per Week	2 years to less than 3 years	College/CEGEP

Job Details

Location 4960 93 Ave Edmonton, AB
T6B 2L6

Salary
27.00 hourly / 35 hours per Week

Terms of employment
Permanent employment
Full time
Day, Evening, Weekend

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Overview
Languages
English

Education
College/CEGEP
Experience
2 years to less than 3 years

Responsibilities
Tasks
Promote conference and meeting services or special events
Inspect and select sites

Develop media strategies and public relations activities

Recruit, hire and supervise staff and/or volunteers

Prepare, present and manage budgets

Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services

Plan and arrange for trade shows and exhibits

Plan for social events and guest programs

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Attention to detail

Personal suitability

Initiative

Team player

How to apply

By email

royalsweetscda@gmail.com

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