

JOB POSTING

Job Title: Assistant Event Planner

Job Status: Permanent, Full-Time

Start Wage: \$55,000 per annum

Summary of Position:

The Assistant Event Planner supports the Events Department by coordinating and assisting with daily operations.

This role requires a detail-oriented, service-driven individual who is passionate about creating memorable guest experiences and providing strong administrative and logistical support to a team of experienced sales and event professionals.

Responsibilities:

- Support the overall Events and Sales strategy for Inn at Laurel Point; everything from initial inquiries, negotiating contracts to administrative duties
- Be the first point of contact for all meeting and catering inquiries into the department, collaborate with clients to understand their specific requirements and work directly with the Event Manager to ensure maximization of revenue strategies
- Handle all tour catering bookings
- Assist in working with wedding market
- General administrative duties, including, but not limited to, mail distribution, file maintenance, reporting, form & document preparation, signage, and database updates
- Book and manage all internal bookings, create and distribute Banquet Event Orders and changelogs for hotel operations
- Manage, format and build banquet catering, tour and hotel-wide menus
- Manage and order stock of and promotional material, including Events team gifts and giveaways
- Assist when required with creation of proposals, estimates, floorplans and agreements on behalf of Events team, in a timely manner
- Accurately enter and maintain OPERA database with group booking information, account management and record details from client communication
- Prepare contract files, collect deposits, ensure file accuracy, and confirm all details on behalf of the Events Department
- Support and act as an ambassador to the Sales, Marketing and Events Team while they are out of the office and quickly respond to all leads
- Perform site inspections when required and assist with FAM visits and client events

- Support Event Manager and Director of Sales and Marketing in their day-to-day operations and complete duties, projects, and initiatives as assigned

Qualifications:

- Must have minimum one year of Event Planning experience in a 4 or 5* hotel. Candidates with equivalent restaurant planning experience will be considered
- Sound knowledge of food and beverage, banquet/catering and hotel operations
- Post-secondary education in Hospitality & Tourism Management or related field an asset
- Fundamental knowledge of OPERA (or other property management system) and Social Tables an asset
- Excellent knowledge of Word and Excel
- Must be available outside of regular scheduled hours as required
- Strong critical thinking and negotiation abilities
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Exceptional listening skills and telephone etiquette
- Ability to multi-task, prioritize and work well under pressure
- Confident, well groomed, professional presentation
- Must be self-motivated, professional and be able to work with colleagues at all levels
- A strong focus on service and exceptional guest and colleague relationship building
- Must be able to embrace the 4 core values of the Laurel Point Inn: Excellence, Respect, Curiosity and Stewardship


Reports To: Event Manager

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to careers@laurelpoint.com. For more information, please visit our Careers page at www.laurelpoint.com/careers

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount – 50%

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- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
 - Friends & Family hotel discount (so you can show off your amazing workplace)
 - Candidate referral bonus - \$500
 - Industry discounts
 - Workshops
 - Cross-training opportunities
 - Skill and advancement training programs
 - Shower and locker facilities

Thank you for considering Inn at Laurel Point as your employer of choice!