



## Assistant Sales & Event Coordinator

---

### Job Description

#### Position Summary

The Assistant Sales & Events Coordinator is responsible for the seamless planning, coordination, and execution of events within the facility. This role bridges event sales, food and beverage operations, and on-site execution, while also supporting marketing initiatives to drive bookings and revenue. The position requires strong organizational skills, attention to detail, and the ability to collaborate across multiple departments.

---

### Key Responsibilities

#### Event Coordination & Client Relations

- Respond to event inquiries via phone and email in a professional and timely manner
- Conduct venue tours with event organizers and gather event requirements
- Collect and organize all necessary event details for upcoming bookings

#### Operational Planning & Execution

- Collaborate with banquet and operations teams on event setup and takedown plans
- Assist with on-site event execution and troubleshoot operational issues as needed
- Fill in for the Facility Sales Manager during absences

#### Administrative & Financial Duties

- Enter event details into scheduling and event management systems
- Provide event details for accounting to invoice
- Order and manage event supplies including linens, beverages, coffee, and floats
- Manage till systems and support cash handling processes

### **Staff Coordination**

- Schedule banquet and concession staff based on event needs
- Provide daily direction and support to event staff
- Ensure clear communication between front-line staff and management

### **Marketing & Sales Support**

- Assist with marketing initiatives to promote facility rentals and food & beverage services
- Identify opportunities to increase bookings and revenue, including outside sales.
- Help maintain up-to-date event listings, menus, and promotional content

### **Compliance & Communication**

- Attend weekly meetings and contribute to operational planning and communication
  - Maintain compliance with internal policies and external health regulations
- 

### **Qualifications**

- Experience in event coordination, hospitality, or food & beverage operations preferred
- Strong organizational and multitasking skills in a fast-paced environment
- Proficiency with scheduling, POS, and basic accounting software
- Excellent communication and customer service abilities with strength in sales and marketing an asset.
- Ability to work flexible hours, including evenings and weekends as required

**Starting Wage \$ 52,000 - \$55,00 depending on experience, plus incentives**

### **CONTACT:**

**Assistant General Manager Denise Cook**

**Phone: 780-532-3279 Email: [denise@evergreenpark.ca](mailto:denise@evergreenpark.ca)**