

LAT 53° 33' 40" N LON 113° 33' 50" W

- Ensure that all events run smoothly and troubleshoot any issues that may arise during the event.
- Collaborate with internal teams and external suppliers to ensure seamless coordination and communication.

**Communication:**

- Effectively communicate event details, logistics, and expectations to all stakeholders.
- Serve as the main point of contact for both internal and external parties involved in events.

**Post-Event Evaluation:**

- Collect and analyze feedback from participants to improve future events.

**QUALIFICATIONS:**

Knowledge and Abilities:

- Proficiency in Microsoft Office Suite.
- Proven experience in event planning and coordination.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Ability to work well under pressure and handle multiple tasks simultaneously.
- Ability to lift 50 pounds and be on feet/standing for long periods of time

Education and Experience:

- High School Diploma supplemented by business, and computer courses
- Minimum of 2 – 3 years previous experience in event coordination, bookings, and sales or a combination of experience in guest services.

**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Wages:** \$22.05 – \$27.60 per hour based on 2017-2022 Collective Agreement.

**Hours of Work:** up to 8 hours a week, must be available for evenings and weekends.

**Opening Date:** January 25, 2024

**Closing Date:** February 1, 2024

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**



✉ [WWW.TWOSE.CA](http://WWW.TWOSE.CA)

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