



Canadian Outback Adventures & Events

Event Coordinator Seasonal Contract Position Toronto, Ontario

The Outback Group is a Canadian-based company with offices across North America and the UK, specializing in innovative corporate team building events, group activities, and employee training programs for groups of 8 to 3,000. For more information, please visit www.canadianoutback.com.

The Outback Group is looking to fill a key, hands-on Operations role in our Toronto office. The Event Coordinator is responsible for the overall planning, execution and presentation of Outback team building activities and group events.

Responsibilities & Duties:

- Member of the planning, preparation and execution of Canadian Outback Event Operations
- On site coordination of events
- Liaison with suppliers and clients
- Group address on events (groups from 50-500)
- Organization and maintenance of event equipment and supplies
- Assist with ongoing development of front-line event hosts
- Predicting and reacting to potential challenges and implementing proactive solutions
- Assist Event Manager with identifying and constructing solutions to department's key challenge areas
- Assist in daily operations of the organization as necessary
- Working evenings, weekends, holidays and irregular hours as necessary

Qualifications:

- previous experience in event planning or project coordination
- possess excellent interpersonal, written and customer service skills
- ability to speak in front of large groups
- ability to handle customer conflicts in an efficient and professional manner
- strong leadership skills
- high level of professionalism
- strong problem solving abilities
- ability to work independently and assume responsibility
- ability to work evenings, weekends, holidays and irregular hours
- ability to travel, and adaptable lifestyle
- Valid drivers license (mandatory)
- Valid Passport (valid for the next two years, preferred)
- PC and Blackberry proficiency (preferred)

Office Location: 46 Fieldway Road, Unit #6, Etobicoke, Ontario. Free parking in front of office, and a 10 minute walk from Islington TTC Stop. Position includes travel around the GTA and to neighboring provinces.

Remuneration: \$30,000 - \$35,000 based on experience

Commitment: Start Date: Middle of March, 2012, TBC **End Date:** October 31st, 2012

If this position is the perfect fit for your career goals, please forward your resume and cover letter to careers@candianoutback.com. Please indicate the position title in the subject line.