

## EVENT PLANNER

**JPdL DMC Ottawa** is a full-service destination management company located in Ottawa. JPdL DMC Ottawa also provides clients with services from offices in Montréal, Québec City, Tremblant, Toronto and Niagara Falls.

### Position Description & Responsibilities

A talented event planner with a track record of innovative results is sought for our team to create and produce small and medium sized events. If you are enthusiastic, experienced, well organized and have a take-charge personality along with the proven ability to manage operations, logistics and administration of events this position will suit you.

The event planner will provide outstanding customer service and be able to build strong professional relationships with clients. We seek a creative thinker who can produce imaginative and exciting events.

You must be able to anticipate project needs, determine work priorities, and meet deadlines with little supervision, and be willing to work evenings and weekends when required.

### Experience and Qualifications

- A diploma in event planning or equivalent is desirable;
- Must be fully bilingual in French and English;
- At least five years related work experience;
- Excellent communication skills, both oral and written;
- Ability to interpret client's needs and expectations and translate them into a winning proposal through to implementation;
- Ability to manage multiple tasks and work assignments in a fast-paced environment;
- Excellent interpersonal skills both in person and by phone, with high professionalism;
- Ability to accomplish tasks with little supervision;
- Strong customer service ethic and high expectations for quality;
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, email and web searches;

### Tasks and Responsibilities

- Thoroughly and accurately gather relevant information on each project to achieve quality event productions with appropriate suppliers;
- Conduct research, make site visits, and find resources to help clients make decisions about event possibilities from among well-developed conceptual options;
- Create room layouts and staging for events;

- Manage event financial matters including purchase orders, budget controls, and reporting;
- Prepare and modify event proposals and contracts as required, prepare budget amendments and provide written operational reports to clients;
- Arrange food and beverage, order supplies and audiovisual equipment; arrange group transfers, group tours and accommodation.

**General Information:**

- Reports to General Manager, JPdL DMC Ottawa
- Salary commensurate with experience
- Generous benefits package: medical, dental, short & long-term disability, life insurance, profit sharing

Position starts June 2010, please submit a covering letter and résumé to [info@jpdldmccottawa.com](mailto:info@jpdldmccottawa.com)