

It takes a village.
Come and be a part of our team.



Know our Family. Seize the Moment.

As the **Village Centre Events Coordinator**, you are PROFESSIONAL. You are CONNECTED. You are EMPOWERED. In every moment, in every interaction. You have a strong willingness and devotion to the highest level of customer service. Ideally you are an enthusiastic event planner that produces events and programs from conception through to completion. You are able to work a flexible schedule from Tuesday through Saturday which will include some evenings.

Are ready to provide our Owners and Guests with exciting and memorable events and activities?

A day in the life of a Village Centre Events Coordinator:

- Conduct market research from our residents to identify activity and programming opportunities
- Propose ideas for provided services and events
- Cooperate with marketing to promote and publicize events
- Organize and manage event details such as décor, entertainment, invitees, equipment, promotional material, etc.
- Plan events with attention to financial and time constraints
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post-event evaluations and report on outcomes
- Assist Residents with private event bookings

What you will bring to the table:

- Possess a sensational customer service philosophy, with the desire to exceed expectations at every opportunity
- Experience as a junior event coordinator and a track record of organizing successful events
- Preferred experience with marketing/promotion of events
- Able to manage a flexible full-time schedule which includes working Tuesday – Saturday and some evenings
- Outgoing personality
- Proven ability to work independently as well as part of a larger team
- Outstanding communication and negotiation ability
- Strong interpersonal and highly developed organizational skills
- Able to handle stress and remain calm
- Ability to exercise tact and diplomacy when dealing with Owners, Guests and Vendors
- Computer proficiency; intermediate knowledge of Outlook, Excel and Word

As a 2018 Best Managed Company, we will provide you the following:

- Flexible health and dental coverage.
- Employer matching Group RRSP program and discount programs on Jayman products.
- Customized Training Programs
- Opportunity for growth and career advancement
- Gym access at the Jayman BUILT office building
- Extensive community and volunteer involvement.

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and by sending your resume and cover letter to <https://www.fitzii.com/apply/25665> no later than January 26, 2018.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.