



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/01

Event Coordinator (NOC 12103)

Job ID	E6-2F-29-87-D6-53	
Web Address	https://careers.indigenous.link/viewjob?jobname=E6-2F-29-87-D6-53	
Company	Jhajj Production Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-08	To: 2024-10-05
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$27.00 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day, Weekend

Job requirements

Work conditions and physical capabilities

Attention to detail

Work under pressure

Tight deadlines

Fast-paced environment

Overtime required

Tasks

Promote conference and meeting services or special events

Recruit, hire and supervise staff and/or volunteers

Prepare, present and manage budgets

Develop sponsorship, partnership or fundraising programs

Review bids and negotiate costs

Co-ordinate and monitor conference and meeting activities and attend to related details

Co-ordinate set-ups, staging, seating, parking, communication systems and other details for special events

Implement registration systems

Plan and arrange for accommodation and transportation services

Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.)

Plan for social events and guest programs

Develop policies and procedures and attend to other management responsibilities

Manage Event Logistics

Supervise office and volunteer staff

Experience

1 year to less than 2 years.

Education Requirements

College/CEGEP

Other

Business and Job location: 2814 Calgary Trail NW Edmonton, AB T6J 6V7

How to Apply

By email

AdsjhajjProduction@outlook.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Event Coordinator (NOC 12103)

Job ID	C4C42BE906C04
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C4C42BE906C04
Company	Jhajj Production Ltd
Location	Edmonton, Alberta
Date Posted	From: 2024-04-08 To: 2024-10-05
Job	Type: Full-time Category: Miscellaneous
Job Start Date	As soon as possible
Job Salary	\$27.00 / Hour For 35 Hours / Week
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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/01

Event Coordinator (NOC 12103)

Job ID	A962C2480DE26	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=A962C2480DE26	
Company	Jhajj Production Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-08	To: 2024-10-05
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$27.00 / Hour For 35 Hours / Week	
Languages	English	

Description

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