



# 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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# Job Board Posting



Careers.Indigenous.Link

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## Special Events Planner

<b>Job ID</b>	<b>EA-88-7B-9D-7F-52</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EA-88-7B-9D-7F-52">https://careers.indigenous.link/viewjob?jobname=EA-88-7B-9D-7F-52</a>	
<b>Company</b>	Hilton Garden Inn Winnipeg South	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2019-02-13	To: 2019-08-12
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.75/hr	
<b>Languages</b>	English	

### Description

We are currently looking for a Special Events Planner to work at our Hotel located in Winnipeg, Manitoba.

The duties and abilities required are listed as follows:

â€¢ Meet with customers and professional associations and other groups to promote our hotel;

â€¢ Meet individuals and companies, to establish and monitor budgets and to review administrative procedures and progress of events;

â€¢ Co-ordinate services for events, such as accommodation and transportation for participants, conference and other facilities, catering, signage, displays, translation, special needs requirements, audio-visual equipment, printing and security;

â€¢ Organize registration of participants, prepare programs and promotional material, and publicize our hotel;

â€¢ Plan entertainment and social gatherings for participants and ensures the event runs smoothly;

â€¢ Ensure compliance with required by-laws

â€¢ Negotiate contracts for services, approve suppliers' invoices, maintain financial records, review final billing submitted to clients for events and prepare reports.

Benefits: Dental Insurance, Extended Medical Insurance and \$25,000 Death Bed Benefit

### Experience

Must have at least 2 years work experience

### Credentials

Must have class 5 driver's license.

### Education Requirements

Completion of Secondary School

### Weight Handling

50 lbs

### Work Environment

Hotel

### How to Apply

Apply By Mail:

495 Sterling Lyon Parkway,  
Winnipeg, Manitoba R3P 1J9

Or By Email:

Rob.Sankar@hilton.com