

Job Type: Full-time contract (temporary), effective immediately

Who Are We?

Sunwolf Riverside Cabins is located 14km north of Squamish on a beautiful 5-acre property in the forest at the confluence of two rivers. Our town's tight-knit community is reflected in every aspect of our operations. We work hard and we play hard, we support local and we aim to be as sustainable as we can. All our staff work closely together so finding a good fit is important to us.

Sound good? Come join our team!

We are seeking an experienced, creative individual with a passion for delivering flawless, memorable and unique experiences. The Sunwolf Events Coordinator will be responsible for planning, organising and delivering all aspects of events and weddings at Sunwolf Riverside Cabins.

Key duties

- Coordinate planning and day-of orchestration for events, weddings and corporate retreats
- Manage the many moving parts, multiple vendors, critical timelines and diverse customer requests, along with thorough attention to all details
- Promote a positive, personal, service orientated professionalism to all who visit our resort
- Conduct effective site visits with potential clients, listening and understanding the clients' needs, successfully communicating the unique "Sunwolf experience"
- Effective coordination and communication with all Sunwolf teams to ensure consistent, high level service delivered throughout the event
- Accurate contract negotiation, billing, sales analysis & forecasting
- Create and update effective procedures to execute all events seamlessly
- Liaising with the catering, maintenance and housekeeping teams to provide a seamless experience

You Are...

- Adaptable and resourceful, able to put plans together fast as well as change course quickly
- Smiling and staying calm when the unexpected happens, thinking on your feet, patiently putting all the pieces together

- Solutions focused and confident decision maker, with ability and desire to work in a dynamic environment
- Outstandingly organized, with exceptional interpersonal and customer service skills
- Able to prioritize, organize and work independently and in a team environment
- Passionate about your profession, thriving on all the challenges and creative problem solving that stand between you and a successful event

Desired Qualifications and Experience Requirements

- Degree or diploma in event management, tourism or hospitality management
- Minimum 2 years of experience in event management
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) is essential;
- Flexibility to work occasional evenings and most weekends.

Interested? Send your cover letter and resume to sunwolf@sunwolf.net