



***Are you a dynamic outgoing individual, with a proven track record in sales?***

***Do you pride yourself on delivering outstanding customer service, always having an eye for detail?***

***Would working with an award winning hospitality and entertainment team, in a new facility in Elora, excite you?***

We'll look no further because we are looking for an individual to join us in the role of;

## **Events and Experiences Coordinator – 12 Month Contract**

**A successful candidate would have a proven ability to;**

- Coordinate events, experience specifically with weddings and corporate events, both large and small
- Develop relationships within the business and local communities
- Strive to meet or exceed revenue and customer satisfaction objectives
- Identify new business opportunities, proactively reaching out to prospective clients, and close new sales
- Superior communication; written, in person and via telephone; internally with team members, and externally with clients
- Conduct guest tours, and speak knowledgeably about what The Grand Family has to offer, as well as the core values and objectives
- Analyse and interpret the needs of guests and the team and offer options and resolutions
- Prepare and maintain detailed and accurate event files and invoicing
- Build and maintain professional working relationships with clients and colleagues
- Operate Audio Visual Equipment
- Source contractors and obtain quotes for special events
- Utilize social media in a professional setting
- Experience with live horse racing is an asset

### **QUALIFICATIONS**

- Degree or Diploma required, (Events Management, Business and/or Hospitality is an asset)
- Minimum 2 years in a sales focused or event coordination role
- Experience in banquet/wedding/corporate event coordination and/or serving experience
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Smart Serve Certification
- Strong presentation and public-speaking abilities within client meetings
- Experience with social media, and event promotion an asset
- Proficiency in MS Office and Adobe Acrobat required; event management software is an asset

## **WORKING ENVIRONMENT**

- A variable work schedule including evenings and weekends
- Work seamlessly in team made up of Events and Experience Coordinators/Manager, Front of House, Back of House, and Marketing
- Some independent one on one appointments
- Ability to lift maneuver furniture and equipment
- A professional, yet approachable team that leaves a 10 out of 10, lasting impression on clients and colleagues

***Not to mention GRAS offers a competitive salary, benefits, and a Great Place to Work!***

## **Who are we?**

The Grand Family is made up of The Grand River Agricultural Society (GRAS), Grand River Raceway (GRRC), and The GrandWay Events Centre.

We are a dynamic hospitality, racing, and gaming destination with a dedicated team of talented individuals at the heart of our success. The organization is ***certified as a Great Place to work*** and was recognized on the **List of Best Workplaces™ for Retail & Hospitality three years in a row.**

In 2021 we opened The GrandWay Events Centre, where we welcome Corporate and Wedding guests all year round, and Race patrons June through September.

Check us out at [www.TheGrandWay.com](http://www.TheGrandWay.com) and don't miss the virtual tour!

## **Please apply by...**

Submit a covering letter and resume by **August 15, 2024**, to [recruitment@grandriverraceway.com](mailto:recruitment@grandriverraceway.com)

*GRAS is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, GRAS will make accommodations available to applicants with disabilities upon request during the recruitment process.*

*We thank all candidates for their interest, however only those being considered for an interview will be contacted.*