

Events Assistant/Intern Duties at The Bell Event Centre

- answer incoming calls and give appropriate booking information
- schedule and confirm initial tour appointments
- prepare sales information packets and maintain event reference materials
- assist with Bridal Show preparation
- perform various organizational activities to maintain office flow
- work to ensure events overall success
- conduct initial tour appointments
- shadow tasting and finalizing meetings

Candidate will:

- be organized and detail oriented
- possess proper written and verbal communication skills
- possess strong people skills
- be willing to ensure events success in all capacities
- work weekends and evenings