



Event Administrator

JOB DESCRIPTION

Stonefields Estate Inc. is an award-winning wedding venue nestled into the grounds of a historic farm in Carleton Place where rustic elegance meets decadent cuisine and high-end hospitality. The Stonefields experience is defined by our personalized service and loving attention to detail.

We are seeking an Event Administrator to work alongside our office team. The role will report to the Venue Owners and Client Relations Manager, and work closely with staff in all departments. The position is Monday to Friday 9am to 5pm, with the potential to work remotely two days a week once the role has been established. This position will be a 1-year contract to cover maternity leave and is expected to begin October 18th. Responsibilities of this position have the potential to change and grow based on the skillset of the chosen candidate.

SKILLS/EXPERIENCE

- Experience with Office 365 Suite
- Great organizational and problem-solving skills
- Ability to manage time effectively and multitask
- Customer service experience
- Post secondary degree in business/events an asset
- Industry knowledge/experience an asset
- Office experience an asset
- Bilingual (English/French) an asset

JOB TYPE: Full-Time Contract
SALARY: \$50k/year
SCHEDULE: Monday-Friday, 9am to 5pm
BENEFITS: Health insurance program after probation period

DUTIES

- Answer inquiries via phone and email
- Managing day-to-day and event calendars
- Collecting and tracking payments for all events
- Creating and collecting client contracts
- HR duties such as collecting important information from new employees, and ensuring payroll info is up-to-date
- Creating marketing materials
- Ordering/sourcing different items as needed
- General office needs such as printing packets, filing, and anything else that may arise

