



RBC Convention Centre

W I N N I P E G

Imagine yourself here! As the premier event facility in downtown Winnipeg, we have the right space, creative expertise and dedicated staff to make any event a memorable one.

To cover an upcoming maternity leave, we are looking for the right candidate to join our team as an

EVENT COORDINATOR (Term)

As a leader in the convention industry, we provide a superior customer experience with a high standard of service excellence.

The Event Coordinator ensures the successful outcome of events through consultation with the client, and the timely planning, coordination, and communication of all service requirements. The position evaluates the client's needs and proposes solutions for food and beverage, set-up, and all other services provided by the Centre and outside service providers. Banquet and menu planning are important components of this role.

We offer a competitive wage, benefits, pension plan and a professional work environment. If you're a team player and come equipped with a post-secondary program in hospitality or hotel and restaurant studies, and have experience in event management, catering or operations complimented with strong time management, attention to detail, and organizational skills, then we need to talk to you.

We encourage you to submit a resume and cover letter to:

**RBC Convention Centre Winnipeg
Attention: Director, Human Resources
375 York Avenue
Winnipeg, MB R3C 3J3**

Email: recruit@wcc.mb.ca

We thank all applicants however only those selected for an interview will be contacted.