

## **SALES OFFICE OPERATIONS & EVENTS COORDINATOR**

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

The Daniels Corporation is actively searching for a vibrant and talented individual to fill our Sales Office Operations and Events Coordinator position. Reporting to the Senior Manager of Marketing & Communications, this role provides a dynamic and highly integrated work environment with the opportunity to challenge yourself and others through collaborative efforts and teamwork, while planning and executing corporate events. This position will require some weekend and evening work.

### **Responsibilities:**

- Event lead for all project launches, homeownership workshops, corporate events and press conferences – including venue selection, budget management, catering menus, décor rentals and entertainment.
- Accountable for all event logistics from the event design phase through to event tear-down, including developing event protocols and overseeing part-time staff
- Sales office set up – including purchasing of supplies, organize cleaning schedules, setting up phone and fax lines, alarm systems and organizing landscaping, snow removal and salting.
- Coordinate with Construction Teams for any interior changes to accommodate a sales office and on site events prior to occupancy – tent location, rentals, model home and sales office.
- Ensure proper health and safety procedures are in place for new sales offices, events etc. – including health and safety contracts and WSIB forms for all event vendors.
- Work with Sales and Sales Administration Teams to ensure and maintain day-to-day operations in existing sales offices run smoothly.
- Work collaboratively with the Sales Administration team to set up distribution office – including furniture rentals, secure document shredding, purchasing supplies, organizing cleaning schedules and setting up internet accounts.
- Approve invoices expenses from sales office, running events and project launches as well as maintain all invoices in an excel spreadsheet, ensuring project goals are met on-time and on-budget

- Attend weekly Sales & Marketing meetings.

**Requirements:**

- Degree in Event Planning, Event Management, Hospitality or Marketing is preferred
- Excellent ability to multitask in a deadline-oriented environment while maintaining an emphasis on quality.
- Advanced level of knowledge for Microsoft Office (PowerPoint, Excel, Word, Outlook, Publisher).
- Excellent written and verbal communication, superior time-management abilities and works well with all levels of staff.
- A quick learner, adapting easily to new protocol and changing environments.
- Well organized and a detail oriented
- Valid drivers license with access to a vehicle with ability to travel to development sites and communities across the GTA

We are looking for someone who is organized, self-motivated and detail oriented with good communication skills, time management and an ability to work under deadlines.

If you are interested in this position, please forward your submission to Megan Aird, Senior Manager of Marketing and Communications at [marketing@danielscorp.com](mailto:marketing@danielscorp.com).

Your submission should include a cover letter and resume. In your cover letter, be sure to tell us about yourself and your interest in this position including your specific experience as it relates to the job description.

The Daniels Corporation welcomes and encourages applications from people of all disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.