

# THE truffles GROUP

VANCOUVER ISLAND'S PREMIER HOSPITALITY EXPERIENCE

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**Title:** Event Planner – 6 Month Contract

**Location:** Truffles Catering – Brentwood Bay, B.C.

## Who is the Truffles Group?

Locally owned and operated, The Truffles Group has been advancing Vancouver Island's hospitality, tourism and beverage retail industries for over 25 years. During this time, we have grown from 1 employee to over 350!

Guided by our founder Don Calveley's entrepreneurial spirit and dedication to business excellence, The Truffles Group continues to push the boundaries of innovation and service to create memorable and lasting customer and employee experiences.

We continue to grow and build our business responsibly and ethically on a foundation and commitment to our core values: Quality, Integrity, Community, Growth, and FUN!

If you share our values, are entrepreneurial, and have a passion for creativity, service, and are strong at building relationships we want to hear from you!

## Job Purpose

As an Event Planner, you will be responsible for all aspects of catering events, including selling, planning, and execution. You will be the first point of contact for our clients and will provide exceptional customer service, consistently delivered to The Truffles Group's high standards without compromise.

## Job Responsibilities

- Meticulously planning and directing staff in the execution of events
- Achieving personal catering and event sales goals
- Attending events, when necessary, to provide support to your clients and operations
- Proactively soliciting new business and managing relationships with existing clients to meet/exceed revenue goals and expand the client base
- Coordinating with operations and culinary throughout the planning stages
- Attending networking and trade show events
- Undertaking market research to identify trends and opportunities
- Multi-tasking in a fast-paced environment with a friendly and upbeat attitude

## Required Education, Skills and Qualifications

- 3 years' experience in event planning
- Excellent verbal and written communications skills
- A warm, confident and customer focused personality



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- Eagle eye attention to detail
- Highly motivated and self-directed, whilst being collaborative
- Great organization skills, with ability to multi-task and maintain focus
- Your own vehicle

## **As a Truffles Group team member, you will...**

- At all times faithfully, industriously, and to the best of your ability, experience, and talents, perform your job responsibilities to the reasonable satisfaction of your Employer.
- Work at such locations as the Employer may from time to time require.
- Use your best efforts to promote and advance the Business and the affairs of the Employer.

## **As a Truffles Group team member who works more than 25 hours per week for a minimum of 6 months, you will receive:**

- Extended health and dental plan
- Paid volunteer days
- Anniversary bonus
- Tuition reimbursement

## **Hours of Work**

Full-time availability is required and you may be expected to attend weekend events.

## **Inclusion**

We value you!

Your background, your perspective, your uniqueness, your talent.

We value all things that make you, YOU!

#diveristy #equality

The Truffles Group is an equal opportunity employer. Should you require accommodation during the recruitment process, please reach out to Yasmin Nathoo, [yasmin@trufflesgroup.com](mailto:yasmin@trufflesgroup.com)

If this position sounds like a perfect fit for you, please send your resume and cover letter to:

[glenda@truffles catering.net](mailto:glenda@truffles catering.net).

## **Disclaimer Clause**

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no exhaustive list of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.

