



**Job Posting:  
Event Coordinator / Office Assistant – Contract Position**

**Overview:**

The Courtyard Restaurant is an independently owned fine dining restaurant located in the ByWard Market. The restaurant has been in business for over 30 years and caters to an upscale clientele, with a strong emphasis on weddings, corporate and group business. The Courtyard hosts 100 + weddings per year, as well as hundreds of corporate/social/group events. The restaurant has 3 private rooms, which can accommodate private groups from 10 to 250.

**Job Description:**

The Event Coordinator / Office Assistant is a contract position (20 to 30 hours per week at minimum wage for 2 months while training, and then \$13.00 per hour for the rest of the contract) which runs from Mid-April to December 2015. This is a junior, entry-level position, with hours that vary according to the seasons and reservations.

**Responsibilities:**

Working as a team with the General Manager and the Event Coordinator, the Event Coordinator-Office Assistant meets the needs of our guests by providing support to both the General Manager and the Event Coordinator for administrative duties and client contracts and correspondence. This role also helps with on-site day-of wedding coordination including décor set up and wedding ceremony and reception coordination, under the guidance of the lead coordinator.

This includes but is not exclusive to:

- Creating printed menus for clients
- Updating client files as directed by Events staff
- Updating customer databases, and sending out rewards program emails
- Providing customers with general information about the restaurant
- Ordering linen, AV and other out-sourced rentals for events
- Set-up of décor for weddings and other events
- Attending / Working Trade Shows
- Tracking sales and producing various sales reports
- Marketing special events at the Courtyard
- Updating Pinterest account

### **Qualifications:**

We are looking for the right candidate, someone who is friendly and customer focused, eager to learn the events and wedding business and has an extreme love of attention to detail! If you can spot a typo a mile away and obsess over colour coding your appointments, you might be the right person for the job! In addition, the following qualifications are considered assets:

- Graduate of an Event Planning/Management post-secondary program
- Proficiency with office computer software such as Microsoft Office Suite
- Experience in planning, coordinating and executing weddings
- Experience in administrative assistant duties or related experience
- Fluency in both official languages
- Restaurant experience / background
- Wedding Planning education
- Food and wine knowledge

### **Skills:**

- Superior customer service skills
- Ability to represent the restaurant with a professional image
- Excellent communication skills, both in person and over the phone
- Excellent time management skills and multitasking ability
- Available to work various hours, including daytimes (Monday to Sunday) and early evenings (till 7:00/8:00 pm).

### **Applications should be forwarded to:**

**Geneviève Rochon, General Manager**  
[genevieve@courtyardrestaurant.com](mailto:genevieve@courtyardrestaurant.com)

Please send in your résumé by email.

While we appreciate all responses, only candidates under consideration will be contacted.

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