

Sea to Sky Meeting Management Inc. specializes in the creative planning and quality management of conferences and special events throughout British Columbia, across Canada, and internationally. As professionals, we are pleased to take on all or part of the client's project to make their meeting or event a success.

Sea to Sky understands the meetings and event business. We are innovative, we can work fast, and we have the know-how and resources to manage first class events. We have extensive experience working with corporations, governments, associations, and committees. And we only promise what we can deliver: many years experience in major conferences and special events, excellent contacts, credentials and reputation, financial expertise and responsibility, and the ability to deliver an outstanding event every time.

The Sea to Sky Team: Sarah Lewis, President, has a dynamic team of creative individuals responsible for conference and event management. As a young company that is experiencing growth in many different areas, each member of the team specializes in an area of conference and event management, and also is involved in all aspects of the project and company.

The Position: Project and Office Assistant

This full time position assists Sea to Sky's Project Coordinators with the management of conferences and events and assists the team and President with any administration duties.

Knowledge

Sea to Sky is looking for a Project and Office Assistant who has a minimum of one year's office administration experience. Knowledge about the conference and events industry is an asset.

Skills

Essential to the success of this position: strong computer and internet research skill; business acumen; effective communication; attention to detail; accurate and timely responsiveness to enquiries, requests and deadlines; team player; and delivery of the highest possible standards in terms of customer service.

Attitudes

Sea to Sky's team is made up of people who are very action oriented, adaptable, open minded and persistent. They have a desire to help, are diplomatic, and non-judgmental. They are committed to the job and to the company.

Hours and Remuneration

Flexible and long hours are occasionally required. Travel may be involved. Remuneration will be commensurate with experience. Benefits package offered.

To apply

Please submit your resume to Sarah Lewis at sarah@seatoskymeetings.com. For more information on Sea to Sky Meeting Management, please visit our website at www.seatoskymeetings.com. We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.

