

# HOTEL CAREERS

## A FIRST STEP TOWARDS YOUR FUTURE






The tourism sector includes more than 400 occupations that offer a range of career options.













### MEETING OR SPECIAL EVENTS COORDINATOR

A meeting or special event coordinator is responsible for the planning and implementation of a meeting or event that takes place in the hotel. Meeting or special event coordinators have impeccable organizational skills, thrive in fast-paced environments, and enjoy meeting people and providing quality customer service. It is a job that requires creativity and the use of many talents.

## RESPONSIBILITIES

-  Administer financial controls and procedures
-  Implement event plan, including program, site development, equipment, staging, seating and parking
-  Coordinate office administration
-  Fulfill marketing plan, including advertising, trade shows, contests and volunteer/sponsor appreciation programs
-  Recruit, train, supervise and evaluate staff and volunteers
-  Prepare/deliver written and verbal communications

## KNOWLEDGE, SKILLS & ABILITIES

-  A diploma or degree in communications, marketing, business administration or tourism management is usually required
-  Strong written and verbal communication skills
-  Ability to be an effective team member
-  Excellent organizational skills
-  Excellent project management skills
-  Public relations skills
-  Marketing skills are an asset
-  Human resource management skills
-  Ability to motivate others
-  Negotiation skills are an asset

## POSSIBLE FUTURE CAREER PATHS

- Convention/ Meeting Planner
- Special Events Manager
- Owner/Operator

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