



Manager On Duty

JOB POSTING

THE COMPANY

Events on the Move Customs and Logistics is a leading provider of Freight Logistics to the Trade, Convention and Special Event Industry across Canada and throughout North America. We are an innovative, full service company offering Customs Brokerage, Freight Forwarding and Material Handling.

THE CULTURE

We work in a dynamic and energetic setting. Our staff members are self-motivated and responsible for their own work, however, a team atmosphere is encouraged and everyone is expected to be available to provide others with assistance when needed. We are a business casual office located in downtown Vancouver.

THE POSITION

This part-time hourly position is responsible for the on-site client liaison during event move-in, show hours and move-out of events. Duties will include warehouse checks; attending pre-event meetings when required; coordinating on-site requirements (labour etc); ensuring all on-site requirements are achieved; representing EM on-site with interviewing exhibitors and coordinating all outbound shipping requirements; on-site liaison with Show Manager; identifying new Booth Tracker business on-site.

Candidates must be available to work weekends and evenings and some travel will be required.

SKILLS

We are looking for an enthusiastic and experienced individual with 3 years experience in a tourism/hospitality environment. The successful candidate will have excellent communication, negotiation and customer service skills and must demonstrate that they can build and maintain strong relationships with clients and industry partners.

Interested applicants please email their resume to info@eventsonthemove.com.



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