

Marketing and Event Co-ordinator (Internship) The Cupcake Place

Our Business:

The Cupcake Place is a cupcake catering business that specializes in designer and custom 'boutique' cupcakes.

Job Purpose:

This permanent part time role will work closely with the owner on a wide variety of projects primarily related to events and communications.

Duties:

Events

- . Responsible for client events including creation, execution, implementation and follow-up
- . Manage event budgets
- . Manage all follow-up required both internally and externally
- . Compile event summaries
- . Research external event opportunities, be on top of what is happening in various markets and suggest relevant events for our business to become involved with.

Communications

- . Act as liaison between The Cupcake Place and clients
- . Responsible for presentations and speaking opportunities at events
- . Ensure external presentations fit within our brand standard

Tables

- . Ensure proper set up and use of tables at events

Other

- . Other marketing and communications assignments and projects as required.

Skills/Qualifications:

- . 2-3 years related experience
- . University degree with an emphasis in marketing, communications, or related field - or equivalent
- . Experience planning and executing corporate events

- . Graphic design and HTML experience would be considered an asset
- . Excellent interpersonal and communication skills (both written and verbal)
- . Detail oriented
- . Ability to communicate and work well with others in a professional office environment
- . Able to work both independently and collaboratively in a team environment
- . Ability to prioritize and handle multiple tasks and meet deadlines
- . Excellent organizational skills with a high degree of initiative and flexibility
- . Computer literate with proficiency in MS Office, Word and Excel and/or MAC equivalents and the internet.
- . Maintains professionalism, confidentiality and discretion
- . Passion for helping customers
- . Sales oriented with a demonstrated ability to proactively listen, identify sales opportunities and solve problems
- . Strong communication and relationship-building skills
- . Solid multitasking and decision-making skills
- . Team player

Contact:

Please send resume to: info@thecupcakeplace.ca

We thank all applicants, however only qualified applicants will be contacted for an interview.