



Sales and Events Coordinator

Who We Are

Located on the crest of a wooded hill overlooking the beautiful Southwest River, The New London Carriage House is a company based out of 10686 PE-6, New London, Prince Edward Island, Canada. We are locally owned and operated. The property can be customized to suit your needs and hosts weddings, elopements, meetings, special events, musical performances and more.

Job summary

This is a full-time on-site role at The New London Carriage House for a Sales and Events Coordinator. The Sales and Events Coordinator will be responsible for organizing and managing sales events, coordinating logistics including bookings, site visits, ordering supplies and general overseeing of the event, as well as maintaining client relationships.

Duties will include but are not limited to:

- Coordinate event logistics (venue, vendors, catering, A/V, etc.)
- Maintain and update event calendars
- Book venues and arrange contracts
- Coordinate event logistics (venue, vendors, catering, A/V, etc.)
- Maintain and update event calendars
- Book venues and arrange contracts
- Assign tasks and brief event staff on their responsibilities
- Ensure everyone is aligned before and during the event
- Supervise event setup and takedown
- Troubleshoot issues on the spot
- Ensure everything runs smoothly and on time
- Assist in promoting events via email, social media, or other channels
- Update event listings or online content
- Strong experience in managing communications and promotions for events.

Qualifications:

- Strong experience in managing communications and promotions for events.
- Proven experience in event planning and coordination, with a strong understanding of event logistics and execution

- Excellent client relationship management skills with a focus on delivering exceptional service
- Ability to build and maintain effective working relationships with vendors, suppliers, and partners
- Strong communication and negotiation skills, both written and verbal
- Exceptional organizational and time management abilities, with keen attention to detail
- Previous experience in the hospitality, events, or related industry is highly desirable
- Comfortable working in a fast-paced, deadline-driven environment
- Collaborative team player with the ability to also work independently when needed

What we offer:

- Annual salary between \$50,000-\$60,000..
- Flexible work arrangements.

To Join Us

If you feel your qualifications will support our vision and drive success, please email a cover letter and résumé to info@carriagehouse.com