

Food Services and Event Coordinator (part time)

The Law Society of Manitoba is the governing body for the Legal Profession in Manitoba and is based in Winnipeg. We require an individual to coordinate regular office meetings and special functions and to oversee much of our food services in relation to those events.

The successful candidate's duties will include:

- Scheduling space for office meetings and events;
- Coordinating, or assisting staff to coordinate both internal and significant external office functions including liaising with outside service providers;
- Ordering food for office meetings and events as required;
- Attending to meeting room set-up and clean up;
- Setting up meeting and classroom space with tables and chairs;
- Providing occasional back up for reception.

The ideal candidate will have some experience in and a talent for planning and hosting social events, including menu selection, cost control, and keeping track of details. The ideal candidate will also be well-organized, confident in his/her abilities and be able to communicate with and work in harmony with others. Computer skills, internet and e-mail proficiency are essential. This is a half time position but ideally having some flexibility as to availability would be a great asset.

Apply in confidence to Grace Page, Office Manager, at gpage@lawsociety.mb.ca by October 24, 2018.