

**Job Posting #1:      EVENT PLANNING ASSISTANT**

**Best Birthday Bashes** is hiring assistants for our division which focuses on arranging children's birthday parties.

Duties include assisting the Birthday Director with all aspects of organizing children's birthday parties, including sending invitations, booking venues and entertainers, arranging catering, and assisting with all the small details that make our events special and unique. You will also be expected to work at birthday events including set up and clean up, leading children in planned activities, and always ensuring children are safe and having fun.

The successful candidate will have the following attributes:

- Team player – you are helpful and work cooperatively with others to get things done.
- Self-motivated – you take initiative and can work independently without close supervision.
- Positive Attitude – you serve as an enthusiastic role model for the children ensuring that everyone has a great time.
- Excellent communication – you communicate clearly and professionally with vendors/suppliers, staff, clients, and children.
- Enthusiasm – you have a genuine interest in working with children.
- Customer-service – you provide the best experience for the clientele.

Previous experience working with children is an asset but not required. All successful applicants must consent to a criminal record check.

We provide a competitive wage. Full-time (35 hours/week) and part-time (up to 20 hours/week) positions are available throughout July and August. When applying, please specify your preference for a full-time or part-time position.

**Please submit your resume and cover letter in PDF format by 11:59 PM on 5 April 2020 at the latest. You can find further information and instructions can on the Scope Document on the SkillsBC website.**

Ms. Sue James, SkillsBC Provincial Job Search Competition  
c/o Skills/Competences Canada British Columbia  
1190 Cornell St  
Abbotsford, BC V2T 6H5  
jobsearchskillsbc@gmail.com

## **Job Posting #2: COMMUNICATIONS TEAM ASSISTANT**

**Innovative Marketing** is undertaking a project to connect philanthropic organizations offering scholarships to high school students bound for post-secondary education.

We are seeking energetic and positive high school students who would like to work in an office environment as part our Communications Team. We offer an exciting work environment and provide valuable learning and career opportunities for students. We offer full-time and part-time positions to qualified students.

Communications Team Assistants will be expected to perform basic office duties such as greeting clients, answering and directing inquiries made by phone or in person, distributing paper and electronic mail, tracking data, creating and editing business documents and spreadsheets, and maintaining an accurate filing system. You will also assist with data collection through interviews and focus groups to gather marketing content.

We require the following:

- Team Contributor – you work cooperatively with others to complete tasks and achieve stated goals.
- Self-motivated – you take initiative and work well independently, and you also know when to ask for support.
- Interpersonal Skills – you can speak with ease and confidence to a variety of different people.
- Customer-focus – you can recognize needs and efficiently assist with inquiries.
- Communication Skills – you possess exceptional communication skills, both oral and written.
- Excellent computer skills – you are proficient in the use of computers, business software (MS-Office), and have a minimum typing speed of 40 WPM.

Previous experience working in an office environment or as part of a communications team is considered an asset.

We provide a competitive wage. Full-time (35 hours/week) and part-time (up to 20 hours/week) positions from July through August are available. When applying, please specify if you would prefer a full-time or part-time position.

**Please direct your resume and cover letter in PDF format by 11:59 PM on 5 April 2020 at the latest. You can find further information and instructions on the Scope Document on the SkillsBC website.**

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