

Event Coordinator (Macomb)



Location **Michigan** https://www.genclassifieds.com/x-566671-z

Seeking event coordinator, promoter.

Responsibilities:

Planning and organizing
Sight prosepecting venues and locations.
Work closely with catering service
Handle itinerary and scheduling
oversee staff positions/roles

Requirements: Knowledgeable in numbers Administrative background Well spoken

Please submit a cover letter and resume. Honestly, impress me. Be



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