



Sales and Events Coordinator Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$21 - \$25/ hour (\$20.50 to \$25.00 per hour)

Company: Naturally Pacific Resort

Website: <https://www.naturallypacific.ca/careers/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

<https://naturallypacificresort.applytojob.com/apply/JPq7t9nHEu>

Expiry Date:

Thursday, September 10, 2026

Details:

The Team Naturally Pacific Resort aims to become a top resort that welcomes everyone and offers exciting experiences every day. We are seeking team members who are passionate about providing exceptional hospitality and service, and who align with our values of Passion, Community, Inclusion, and Innovation. Our focus is not only on creating memorable experiences for guests but also on establishing a fulfilling and enjoyable work atmosphere for our team. Becoming part of the Naturally Pacific team will allow you to engage in the hospitality industry within an expanding company that values every individual's input and celebrates achievements collectively. The Role As a key member of our team the Sales and Events Coordinator will play a key part in supporting the Director with planning, organizing and executing various group and social events hosted within Naturally Pacific Resort. The Sales and Events Coordinator will be responsible for ensuring a seamless and enjoyable experience for participants, managing logistics, and coordinating with both internal and external stakeholders related to the event. Your contributions to the team include:

- Act as the onsite contact for all assigned groups, as well as working with the customer to produce Banquet Event Orders and Group Recaps.
- Plan and direct meetings, as requested by client.
- Coordinate and plan all aspects of resort events, including weddings, corporate.
- Ensure that all logistical arrangements are met such as venue setup, catering, audio-visual, and any other services offered to the client.
- Responsible for the coordination of all aspects of the event the day of, from set-up to breakdown.
- Collaborate with internal teams, including catering, facilities, and technical support, to ensure a cohesive and well-coordinated event.
- Anticipate and

address potential issues or challenges during events. • Implement effective solutions in real-time to ensure a smooth event experience. • Collect feedback from clients and participants for post-event evaluations. • Analyze feedback and make recommendations for continuous improvement. • Assists the Sales Team with preparing group booking contracts, proposals, and other correspondence to support the sales process. • Prepare banquet event orders when required to assist the planning team in detailing client events. • Understand and respond to all guest needs and requests in a timely and professional manner. • Process billing for the group to ensure accounting has accurate billing once the event is complete. • Attain pre-set monthly revenue goals for banquets, as determined by the Director of Sales and the Food and Beverage Manager. • Provide excellent service and ensure guest satisfaction throughout the event.

Perks & Benefits

At Naturally Pacific Resort, we believe in recognizing and rewarding the valuable contributions of our colleagues. As a member of our team, you can expect to enjoy a comprehensive range of benefits and competitive compensation tailored to your skill set, education, and experience. Please note that specific benefits may vary depending on the role and level within the organization. • Comprehensive employer paid health, vision, and dental coverage for you and your family. • Access to ongoing training and development opportunities to support your career growth and advancement within the company. • Employee and Family Assistance Program. • Discounts on various resort amenities and services such as food, golf, retail, and spa. • Support for your health and wellness goals. • Registered Pension Plan (RPP) eligibility after 1 year. • Accommodations available for qualifying candidates. You will be eligible to receive wages starting from \$20.50 to \$25.00 per hour, this will be determined by your skill set, education and experience. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to genuine hospitality. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Naturally Pacific Resort practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with

disabilities into our workforce by removing barriers and meeting accessibility needs. The Resort At Naturally Pacific Resort, our mission is to provide guests with a memorable and meaningful experience. Located at the crossroads of the forest, mountains, and the Pacific Ocean in Campbell River BC, Naturally Pacific's 100-room resort features a luxury spa, upscale restaurant and 18-hole golf course with a virtual driving range and lounge. This coastal destination offers spectacular views and access to some of the best outdoor experiences in the world. From eco-adventures, internationally renowned salmon fishing, wildlife watching, to traversing the parks and trails, Campbell River is a doorway to adventure. Thank you and we look forward to receiving your application!

Qualifications & Experience:

A few things we are looking for in a new team member:

- 2 years events and hospitality experience
- Strong interpersonal skills with a service focused orientation.
- Highly organized with a keen eye for detail.
- Ability to multitask in a fast-paced self-guided environment.
- Influential skills to work collaboratively across teams and departments.
- Strong listening skills and ability to focus attention on client needs.
- Excellent communication skills, both written and verbal required.
- Strong organizational and multitasking skills.
- Ability to work under pressure and meet tight deadlines.
- Proficient in using event management software and Microsoft Office Suite
- Must be available to work evenings, weekends and holidays.
