



EVENT COORDINATOR

Description:

As Event Coordinator, this position is responsible for the planning and execution of client events such as conferences, golf tournaments and professional development events.

Managing Matters Inc. is an association management and event management company and we pride ourselves on our close relationships with our clients. We are currently seeking an event coordinator, who has solid event planning experience, customer service experience, and negotiation & communication skills. We are looking for someone with excellent interpersonal, telephone and problem solving skills, who can work independently, as well as in a team. The ideal candidate will have event planning experience, is extremely organized and takes initiative. Bilingualism (French/ English) is a definite asset.

Responsibilities will include:

Event Coordination

- Supplier sourcing, liaison.
- Organizing of all logistics pertaining to the event.
- Communicating and reporting to stakeholders and suppliers.
- Event registration and processing & follow up.
- Complete on-site event coordination
- Securing of all event supplies.
- Minute taking of event planning sessions, distribution of minutes (as required).
- Update and maintain database records
- Administrative activities.

Other Responsibilities and related tasks may include:

- General management of all events.
- Association-related services:
 - Membership communications (email, phone)/ newsletters
 - Website updates, as required

Qualifications

- Well developed communication and interpersonal skills
- Relevant post-secondary education (preferably a business degree) with a minimum of 1-3 years in project management, event management or client services
- Ability to work in a team and independently
- Ability to multitask on multiple projects at one time.
- Excellent organization skills and ability to take care of details while managing multiple tasks and working under time constraints
- Advanced computer skills including MS office and Excel.
- Web administrative experience required.
- Bilingualism (French/ English) considered an asset.

Visit us at www.managingmatters.com

Please send resume and cover letter to hr@managingmatters.com

We thank all interested applicants; however only those considered for an interview will be contacted.