

Project/Administrative Coordinator

At FAN EXPO HQ, we're a group of dedicated event professionals and dragon slayers, who come together to create a vastly growing portfolio of pop-culture events across North America (and slay dragons, of course).

As the largest producer of pop-culture events in North America, our significant event portfolio includes FAN EXPO Canada, Calgary Comic & Entertainment Expo, FAN EXPO Vancouver, MEGACON Orlando, FAN EXPO Dallas, FAN EXPO Boston, FAN EXPO Denver, FAN EXPO San Francisco, and more.

FAN EXPO HQ is a division of Informa, the world's leading events company, and together we create opportunities for fans to explore and celebrate all things pop-culture, through operational excellence, fandom expertise, and out-of-this-world content.

Ready to embark on a new and exciting adventure? Read on.

We're looking for a talented, motivated Project/Administrative Coordinator to manage special projects for the FAN EXPO HQ events as well as to assist the President and Vice President of the division with administrative tasks. This is an exciting opportunity to be exposed to a broad cross section of verticals within the division and will set the foundations for a meaningful career in pop culture event production.

Key responsibilities:

- Liaise and own relationships with key global suppliers and stakeholders to identify and define project requirements/scope and follow through on delivery
- Conserve senior managements' time by providing administrative assistance, managing office wide communications and divisional supplies
- Oversee and manage FanExpo Purchase Cards for executive management including coding of expenses and following up on expenses
- Produce analytics and prepare presentations on special projects as assigned. Including (but not limited to) Partner pitches & proposals, YOY proposal analysis, market analysis and supplier procurement/RFP's
- Support multiple departments within FAN EXPO HQ as required including operations, marketing and guest relations
- Create and maintain comprehensive and professional project process documentation, plans and reports for assigned duties
- Champion and plan office social events in collaboration with social committee
- Perform day to day management of all payment cycle activities as it relates to key suppliers
- Sort, code and match all invoices and receipts, and obtain appropriate approvals for them
- Perform on-site show responsibilities as assigned
- Compile and maintain meeting minutes for team meetings



- Other duties as required.

Qualifications:

- Post-Secondary Education (diploma/degree), business or event management preferred
- Minimum 2 years work experience in Project Coordination
- Minimum 2 years of work experience in Administrative Support
- High proficiency in Microsoft Office applications Strong people and communication skills
- Highly organized and detail-oriented
- Strong time management skills and adaptable to constantly changing priorities
- Ability to work in a fast paced environment, balance workload and meet tight deadlines
- Positive attitude, strong work ethic and team player
- Critical thinker who can make suggestions for improving events and their processes.

Apply at <https://informacanada.bamboohr.com/jobs/view.php?id=149>