



JOB POSTING

## ACCOUNT COORDINATOR Full-Time Position - MTCC OFFICE

### Company Profile

As Canada's leading General Services Contractor, providing products and services to Conventions, Trade & Consumer Shows and Corporate Events across the country, GES CANADA is committed to service excellence. **Our mission is to create memorable event experiences** and we count on our talented employees across Canada to help make that happen!

We are currently seeking an Account Coordinator to assist in the reliable execution of GES live events. This position will be based at GES' office located at the Metro Toronto Convention Centre (MTCC).

### Position Summary

This position works independently on smaller events, and directly supports Account Managers on larger events. As an entry level position, it is intended to provide the training and experience necessary to progress into our Account Manager or Sales positions.

### Responsibilities

- Work closely with our facility partners at the MTCC to provide customer services that exceed expectations
- Perform pre-event customer care functions
- Provide timely updates on event planning progress
- Communicate with clients to secure all pertinent information relating to their requirements
- Identify client's needs and critical timelines.
- Track and report on monthly budgets
- Work closely with outside suppliers
- Assist in the timely preparation and processing of accounts for billing and collection purposes
- Perform administrative functions such as attending various facility/department meetings, preparing quotes, maintaining files
- Assist Account Managers on various projects, where necessary
- Performs other duties deemed necessary, which may assist other GES departments, including GES Head Office located on McLaughlin Rd., Mississauga, from time to time

### Qualifications

- Excellent communication skills both written and oral with high level of professionalism
- The ability to manage their work environment and client requirements
- The ability to multi-task conflicting priorities. Deadline and goal focused
- Strong working knowledge of Microsoft Office, Excel
- Organized, reliable, team player, flexible
- Must be available to potentially work evenings, weekends and for extended periods at show site
- Experience with tradeshow, live events or event management is preferred but not required

### Benefits & Notes

At GES, our Team Members become family and as such, we help our Team care for their families. The rewards of joining GES CANADA are extensive. We offer a comprehensive benefits package, flex time program, wellness benefits and more. We promote a fun environment where there is opportunity to grow and share your ideas. We take part in community volunteering and have been known to take our Holiday Food Drive donations **VERY** seriously!

We invite interested candidates to submit their resume, via email to: [careerscanada@ges.com](mailto:careerscanada@ges.com) by Friday, November 19, 2021.

Please note, only candidates selected for an interview will be contacted. We thank all applicants for their submissions.

***GES is an equal opportunity employer and welcomes applications from all qualified individuals.***