

THE INTERNATIONAL CENTRE

Job Description- Non-Management

Position Title: Events Coordinator

Reports To: Director of Events Management

Department: Events Management

Date Prepared: May 2022

Job Summary

The focus of the role is to offer administrative support to the Events Management department by responding to all inquiries in a timely and efficient manner and managing internal/small-scale events.

Duties and Responsibilities

- Provide administration support to the Events Management Department which includes, arranging meetings and producing agendas/reports for internal and external meetings, taking minutes at meetings, updating, and maintaining departmental information, and managing office supplies and internal mail.
- Assist Events Managers and Operations staff with coordination of events.
- Program electronic signage (i.e., Hall Entrances, & Airport Road, Conference Centre) for Events Management
- Assist in site inspections with clients, exhibitors, and service providers when required.
- Advise ATM suppliers every week on the upcoming events highlighting the high traffic events.
- Manage internal and small-scale events (as assigned) along with exhibitor orders.
- Maintain and build relationships with internal and external clients and service providers on event-related matters.
- Manage EM Reception area.
- Maintain accounts and contact information in the software program (EBMS) when necessary.
- Provide support to other departments and staff as approved by the Director of Events Management and other duties and special projects as assigned.

Working Conditions

- Flexible with scheduling. The work schedule will vary with the events schedule
- Incline to work occasional evenings and weekends as required.

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Job Specifications and Qualifications

- Two years' administrative experience.
- Strong working experience with Microsoft Word, Excel, Outlook, and PowerPoint.
- Excellent interpersonal and communication skills (written and oral).
- Ability to work independently with minimal supervision.
- Professional demeanor and ability to relate easily to a wide range of stakeholders.
- Strong organizational, project management, multi-tasking, and time-management skills; ability to balance multiple projects seamlessly while adhering to stringent deadlines.
- High attention to detail and accuracy.
- Resourceful and proactive.
- Flexible with scheduling - willing to work occasional evenings and weekends as required.
- Previous experience in event coordination is an asset.
- Event-based software application an asset (i.e., EBMS, Delphi).

How to Apply:

Please submit your resume to: careers@internationalcentre.com