Registration Coordinator

Full Time | $50 - $55K Per Year
Location: Canada (Hybrid)
Experience: 3+ Years

About MicroSpec
MicroSpec Systems Inc. powers registration, ticketing, lead retrieval, and onsite solutions for B2B events across North America. We're a hands-on team that delivers reliable, repeatable results by following clear processes and sweating the details.

Role Summary
You'll own a portfolio of events from kickoff to post-show wrap-up. This role is perfect for someone who lives by checklists and SOPs, can juggle multiple deadlines at once, and understands that event weeks mean long hours (early mornings, late nights, weekends, and holidays) to get doors open on time.

What You'll Do

- Act as the primary point of contact for the client, managing all communications, deliverables, and expectations from contract signing through post-event wrap-up.
- Own the project timeline — coordinating tasks and milestones between internal departments (programming, operations, production, and onsite teams) to ensure every project stays on schedule.
- Follow and enforce established SOPs — build, maintain, and execute detailed workplans, timelines, and checklists to ensure accuracy, accountability, and consistency across all projects.
- Configure, test, and launch registration websites using intuitive tools, ensuring flawless user experiences and data integrity.
- Translate client requirements into clear, actionable tasks for yourself and internal teams and track progress through completion.
- Prepare and manage all event deliverables — including checklists, calendars, show files, badge designs/printing, and logistics documentation.
- Coordinate and support lead retrieval services, addressing technical or operational issues promptly and methodically.
- Work onsite across North America — overseeing registration setup, attendee processing, troubleshooting, and teardown. Expect long days, evenings, weekends, and holidays during event periods.
- Monitor shared inboxes and support channels, responding quickly and professionally to client and internal requests.
- Conduct post-event reviews, capturing lessons learned and identifying opportunities for process improvement.

What You Bring

Required

- 3+ years in event coordination, project coordination, or a similar client-facing role.
- Proven ability to multitask across parallel events and hit deadlines under pressure.
- Strong process mindset (SOPs).
- Excellent written and verbal communication (English; French an asset).
- Proficiency with Google Workspace (Sheets, Docs, Slides, Calendar).
- Comfortable setting up and configuring computers, printers, and basic network connections.
- Demonstrated aptitude for quickly mastering new technologies and proprietary platforms.
- Demonstrated proficiency in managing and transforming data within Excel or comparable spreadsheet applications.
- High attention to detail; calm, service-oriented approach with all stakeholders.
- Comfortable working independently and as part of a cross-functional team.
- Strong documentation skills

Physical / Logistics

- Able to stand/walk/kneel; lift up to 25 lb; push wheeled crates.
- Event schedules = long days (early/late), weekends, and statutory holidays as required.
- Valid passport and willingness to travel across Canada & U.S.
- Five-year certified driver's record (Ontario) and a reliable vehicle for local travel.
- Vaccination and/or compliance with venue access requirements as applicable.

Compensation & Benefits

- Salary within posted range based on experience
- medical, dental, vision, life.
- Hybrid work, flex time, paid travel.
- Summer hours and an extended December break.

How to Apply

Please send your resume to hr@microspec.com and clearly indicate in your subject line the application is for the position of Registration Coordinator.

We thank all candidates for their interest in MicroSpec and will directly contact those candidates selected for an interview.