

Registration Project Coordinator

Location: Hybrid (Office/Home) + Travel Across Canada & the U.S.

Employment Type: Full-Time

Salary: \$50,000–\$60,000 per year, based on experience

About MicroSpec

MicroSpec Systems Inc. provides registration, ticketing, lead retrieval, and onsite technology solutions for B2B events across North America.

We are a hands-on team that manages the details behind successful events, from registration websites and attendee data to onsite technology and event-day operations. Our work is fast-paced, deadline-driven, and highly process-oriented.

The Opportunity

We are looking for a Registration Project Coordinator to take ownership of a portfolio of events from initial kickoff through post-event completion.

This is a client-facing role for someone who is highly organized, comfortable managing multiple priorities, and able to take a project from requirements through execution. You will coordinate with clients and internal teams, manage timelines and deliverables, work with registration technology and data, and provide onsite support during live events.

The successful candidate is someone who stays organized under pressure, follows processes carefully, communicates clearly, and takes ownership when something needs to get done.

What You'll Do

Project & Client Management

- Act as the primary day-to-day contact for assigned clients from project kickoff through post-event wrap-up.
- Manage project timelines, milestones, deliverables, and deadlines across multiple concurrent events.
- Translate client requirements into clear, actionable tasks and coordinate completion with internal teams.
- Keep clients informed of progress, outstanding items, deadlines, and issues.
- Identify potential problems early and take action to keep projects on track.

Registration & Technology

- Configure, test, and launch registration websites using MicroSpec's registration platforms and tools.
- Review registration flows, forms, pricing, data, and user experiences for accuracy before launch.
- Work with attendee and registration data, including organizing, reviewing, importing, exporting, and transforming data using Excel or comparable spreadsheet tools.
- Coordinate with programming and technical teams when issues require additional support.
- Develop a strong working knowledge of MicroSpec's proprietary platforms and event technology.

Event Operations

- Prepare and manage event deliverables including project checklists, timelines, show files, calendars, badge designs and printing, equipment requirements, and logistics documentation.
- Coordinate lead retrieval services and assist with setup, testing, troubleshooting, and onsite support.
- Work onsite at events across Canada and the U.S., supporting registration setup, attendee processing, technology troubleshooting, client requests, and event teardown.
- Monitor shared inboxes and support channels and respond promptly and professionally to client and internal requests.

Process & Continuous Improvement

- Follow established SOPs and workplans to ensure projects are delivered consistently and accurately.
- Maintain detailed project documentation and ensure required tasks and approvals are completed.
- Conduct post-event reviews and document lessons learned.
- Identify opportunities to improve processes, checklists, documentation, and the overall client experience.

What We're Looking For

Required

- 2+ years of experience in event coordination, project coordination, client services, registration, or a similar operational role. Equivalent experience will be considered.
- Demonstrated ability to manage multiple concurrent projects and deadlines.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills in English; French is an asset.
- A strong process mindset and willingness to follow established SOPs.
- High attention to detail and a methodical approach to problem-solving.
- Demonstrated proficiency with Excel or comparable spreadsheet applications, including working with and transforming data.
- Proficiency with Google Workspace, including Sheets, Docs, Slides, and Calendar.
- Comfortable learning and working with new technology and proprietary software platforms.
- Comfortable setting up and troubleshooting computers, printers, scanners, and basic network connections.

- Able to work independently while collaborating effectively with cross-functional teams.
- Strong documentation and follow-through skills.
- Professional, client-focused approach, particularly when working under pressure.

Home Office

Because this is a hybrid position with regular client and team interaction, you must have:

- A professional, quiet home-office environment suitable for client meetings and focused project work.
- Reliable high-speed internet.
- The ability to conduct client and team calls without significant background noise or interruptions.

Travel & Event Requirements

This is an event-based position, and travel is an important part of the role.

You must have:

- A valid passport and the ability to travel throughout Canada and the United States.
- A reliable vehicle for local travel.
- A five-year certified driver's record (Ontario).
- The ability to work extended hours during live events, including early mornings, evenings, weekends, and statutory holidays when required.
- The ability to stand, walk, kneel, and work on your feet for extended periods.
- The ability to lift up to 25 lbs. and push wheeled equipment crates.
- The ability to meet vaccination or other venue-specific access requirements where applicable.

Important: Event weeks can involve long and irregular days. Candidates must be comfortable with this aspect of the role. Paid travel and flex time are provided, and the position also offers a regular hybrid work environment outside of event periods.

What Success Looks Like

In this role, success means:

- Projects are delivered on time and according to client requirements.
- Registration websites and data are accurate before launch.
- Internal teams have clear requirements, priorities, and deadlines.
- Clients know what is happening and what is required from them.
- Event technology and registration operations are ready when attendees arrive.
- Problems are addressed calmly, quickly, and methodically.
- Lessons learned from each event are used to improve future projects.

Compensation & Benefits

- Salary: \$50,000–\$60,000 per year, based on experience
- Medical, dental, and vision benefits
- Life insurance
- Hybrid work environment
- Flex time
- Paid travel
- Summer hours
- Extended December break

How to Apply

Please send your resume and cover letter to hr@microspec.com with the subject line Registration Project Coordinator.

In your cover letter, please briefly address:

- Your experience managing multiple concurrent projects or events.
- An example of how you have used processes, SOPs, checklists, or project planning to keep a project on track.
- Your availability and comfort with travel and extended hours during event periods.

MicroSpec Systems Inc. is committed to providing accommodations for persons with disabilities throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment process, please let us know and we will work with you to meet your needs.