



## Talent search

Job position	Corporate Meeting & Event Planner, Project Manager
Immediate Superior	President & Project Director

### Description of the Company

**Open Skies EVENTS** is a well-known & respected agency based in Montreal specializing in Corporate Meeting & Event Planning in both the private & association sectors since 1995. The company, with a small but dynamic & proactive team, assists its clients in the planning of quality meetings & events that vary from a simple meeting for 30 people to an international event for thousands of participants. The company is proud to have grown a loyal clientele throughout the years.

### Description of the position

Under the supervision of the President & Project Director, the Planner is in charge of planning, coordinating & delivering the logistics aspect of a client's event assigned to him/her by using the procedures & tools in place. The tasks may vary a lot from one event to another, depending on the scope of each. Budget & needs have to be in line with the client's objectives, new ideas & concepts need to be presented, and as often as possible, go over client's expectations so all participants have a memorable experience.

### Examples of tasks & responsibilities

- Identify the objectives of the Event, find new concepts & present them to clients;
- Get required information to draft different suppliers' proposals;
- Communicate, exchange and follow-up with suppliers and clients by email and telephone;
- Manage: budget, registrations, rooming lists, assigned seating, floor plans, etc... :
- Coordinate: lodging, transportation, signage & posting, F&B, special needs, set-up & dismantle, shipping, security hiring, entertainment, production needs, translation services, etc...
- Ensure that all aspects of the event are in line with the theme/objective of the client : decor, production, invitations, signage, activities, etc... :
- Negotiate suppliers' contracts, order required materials/services & review suppliers' invoices;
- Hire, inform, do contract & send all necessary documentation to the on-site coordinators team + lead the on-site logistics of the event;
- Remain on the lookout for the latest industry developments: sign-up to industry newsletters, take training classes, attend industry events, stay in touch with members of the industry, etc..;
- Do some Admin tasks : order office supplies, gather time sheets, produce number of days event planning reports and event code reports, prepare & arrange shipment for our office suppliers, delete personal information saved on our server, update on a regular basis working docs & tools on our server, etc :
- Create, publish and manage the Agency's social medias on *Facebook, Instagram and LinkedIn* and our quarterly newsletter;
- Any other related tasks as needed.

## Required qualifications & expertise

- Experienced Corporate Meeting & Event Planner (in a 3<sup>rd</sup> party agency, an asset);
- A passion for the Event Industry & excellent customer services skills;
- Structured, honest, efficient & thorough;
- Autonomous: who can prioritize the work, show initiative, solve problems & be self motivated;
- Able to work under pressure: quick follow-ups & execute multiple tasks at the time;
- Be tactful, patient & always treat client with respect;
- Quick execution along with perfect work delivery;
- Detail oriented & observant;
- Follow clients & agency's guidelines;
- Meet the set objectives & deadlines according to the set criteria;
- Team player: positive attitude, respect team members and remain available to help them when needed;
- Bilingual: communicate with efficiency & clarity, in writing and verbally, in both French and English;
- Proficient computer skills: very much at ease with new technology & to learn using new tools, Microsoft Office: *Word, Excel, PowerPoint and Outlook* are essential;
- Experience with social media platforms to create, post & manage weekly on *Facebook, Instagram & LinkedIn*;
- Have a closed room that serves as an office + high speed internet at home;
- Own a driver's licence & a valid passport;
- A valid *Nexus* card is an asset;
- Relevant experience as an on-site event coordinator, an asset.

## Working conditions: based on expertise, work experience, level of bilingualism and attitude

- Permanent and full-time position
- Work remotely, possibility of flexible schedule
- Support and continuing education
- Starting at three (3) weeks vacation
- Holiday Break
- Group Insurance Plan
- Night & week-end schedule occasionally at on-site events
- Sometimes may require travelling out of the city and/or country
- Salary: it's up to you to offer us how much you deserve and why
- Bonus and RRSP contribution based on performance

## Important dates & information

- Starting date: As soon as possible
- Email to send your Resume\*\* [helene@openskiesevents.com](mailto:helene@openskiesevents.com)

**\*\* Please include a description of your tasks at your current/past job as a Corporate Meeting & Event Planner or other relevant experience.**

*No confirmation of reception will be sent out. No telephone calls please.  
Only selected candidates will be contacted for an interview.*

[www.openskiesevents.com](http://www.openskiesevents.com)