

## CAREER POSTING – PROGRAM COORDINATOR - *Starting May 1, 2017*

- ✓ *Do you add things you've done on your 'list' just so you can check them off?*
- ✓ *Love trying new foods and beverages?*
- ✓ *Comfortable working in an open concept-casual environment?*
- ✓ *Do you work smarter, better, faster under pressure?*
- ✓ *Able to pack for 5 nights away in a carry-on?*
- ✓ *Love listening to music while working?*
- ✓ *Enjoy travelling?*

*If you answered "YES!" to all of these ... we want to hear from you!*

### ABOUT ELASTIC

Elastic is a boutique agency responsible for the planning, coordination, and execution of corporate and association meetings & events generally within North America and Europe. If you are outgoing, thrive on change, love organizing and planning, and are comfortable working in an open-concept home office environment in Mississauga, Elastic will feel just like home!

Learn more about us and our team at [www.elasticevents.com](http://www.elasticevents.com).

### Roles and Responsibilities

- Provide service support in all logistical aspects of meetings, including: event planning, venue management, implement critical paths, budget management, meeting preparation, database management, general account and administrative support.
- Manage registration and memberships when needed for conferences
- Maintain appropriate and timely communication internally and with clients and suppliers Provide onsite meeting support as required/some travel is required for this position.
- Attend all project specific client meetings when requested
- Stay current on industry destinations, venues, trends, and issues

### Qualifications

- **Organization** – demonstrates ability to multi-task and get things done, be self-motivated and set priorities to manage multiple deadlines, process and detail oriented.
- **Time Management** – demonstrates ability to manage deliverables through time management and prioritization. Uses time effectively and efficiently.
- **Planning** – able to set objectives and goals, develop schedules, anticipate and adjust deliverables quickly.
- **Excellent written and verbal communication skills** (including telephone communication skills) - able to provide clear, concise, accurate, and timely communication to clients, vendors, and with internal team members.
- **Teamwork** – demonstrates effective interpersonal skills to develop productive relationships with a diverse group.
- **Drive for Results** – can be counted on to exceed goals and deliver accurately, on time, or ahead of schedule.
- **Flexibility** - able to adapt easily to change. Travel and long hours at peak periods – some weekend work required.
- **Software** - Excellent working knowledge of Office365 Word, Excel, and PowerPoint. Experience with online tools such as Trello, Slack, and online registration systems would be an asset.
- **Bilingual** (French/English) an asset
- **Experience** – 1-3 years of experience within the event industry.

### OR

- **Education** – Post-Secondary Education with focus on Hospitality Industry [University or College] would be an asset.

*If you feel this position is ideal for you ... please send your resume.*

Contact: [yvonne@elasticevents.com](mailto:yvonne@elasticevents.com)

*We thank all interested applicants, however, only those under consideration will be contacted.*