

Are you Ready to Produce Greatness?

Product Buyer & Proposal Specialist

At E.L. Productions Ltd. (ELP), we have partnered with major Canadian brands to *Produce Greatness* for over 30 years. As Canada’s premier event producers, we work with industry leaders and innovators to imagine, develop, and deliver digital, broadcast, hybrid, and live events on behalf of high-profile, national clients to build experiences that make connections, shift thinking and inspire action.

We are looking for an experienced, detail-oriented events superstar with excellent communication, budget management, and technical skills to join our team as a full-time **Product Buyer & Proposal Specialist**.

Does this sound like you?

- I remain focused, flexible, and calm in a fast-paced environment.
- I’m highly organized, detail-oriented, and can manage deadlines with ease
- I’m a strategic thinker who takes initiative and can solve problems quickly.
- I think independently and can move key initiatives forward collaboratively
- I take time to have fun, even in high-pressure situations.
- I’m excited by the opportunity to continuously learn and grow.

If you enthusiastically said yes to the questions above, we encourage you to apply.

About the Role

ELP is one of Canada’s leading experiential and virtual event production companies. We have a thorough knowledge and understanding of live and hybrid events as well as expertise in the digital and broadcast environment. How to work within all these disciplines is critical for anyone joining our team.

Reporting to the Product Buyer & Growth Lead, the goal of our Product Buyer & Proposal Specialist is to:

As the Product Buyer and Proposal Specialist, you will:

- Review the project brief and/or RFP evaluation criteria and key deliverables to gain understanding of high-level project details and project scope requirements.
- Document specific requests and project requirements – including the articulation of budget, asset delivery requirements, program objectives, participants, dates, and scheduling, etc.
- Participate in the program ideation process as required to support the build of innovative proposals.

- Make informed and strategic recommendations to the program based on a keen understanding of vendor and market possibilities.
- Proactively network to source best-in-class, on-brand supplier options, building a roster of quality partners. Share new and innovative approaches within the market with the team proactively.
- Negotiate contracts, pricing and terms required to balance pricing and quality.
- Identify any potential risks and propose solutions related to product procurement, including issues with suppliers, quality control or market demand.

Are you the one we're looking for?

The ideal candidate for this role will have:

Skills/Strengths

- Strong technical skills, including Microsoft Office – Word, Power Point, Excel
- Solid meeting facilitation capabilities
- Good business acumen – understands profit, loss, and pricing
- Data-driven and analytical thinking
- Clear Communication: expresses oneself clearly and effectively when speaking and/or writing to individuals or groups; listens attentively; ensures that information is understood by all parties; shares information in a timely manner using the most appropriate method; presents well-organized information in a group setting

Education/Experience

- University degree or college diploma (or equivalent years of work experience).
- 3-5 years of industry experience with a focus on product buying and/or proposal development
- Experience working in a fast-paced, growth-focused, entrepreneurial setting is an asset.

Due to the nature of the event industry, flexibility to work beyond a 9-5, Monday to Friday schedule is a must.

What is it like to work at ELP?

We are a knowledgeable, highly sought-after production team because we consistently deliver engaging experiences. Our motivated, committed group of creators and problem solvers thrive in a process-driven environment that is collaborative, fun, challenging and fulfilling.

Our Core Values

Our company's success stems from our unwavering commitment to the core values shared by every member of our incredibly talented team.

To be successful in our organization, you will foster **trust**, grow your **knowledge**, be **thoughtful** in your actions and words, **communicate** with clarity while **calmly persevering** in a job that you experience as **fun** and rewarding.

How to Apply

We encourage qualified individuals to apply. If you require any accommodation throughout the application or interview process, don't hesitate to reach out. We are proud to be an equal opportunity employer.

If you are ready to *Produce Greatness* within an expert team that makes the entire production process easy, impactful, and seamless, we encourage you to apply today! Because together, we deepen connections, shift thinking, and inspire action.