

Program Manager

Meridican Incentive Consultants is a highly respected, growing company in the incentive travel and meeting planning industry. For over 30 years Meridican has been creating and operating exciting and effective incentive and meeting programs.

Our goal is and always has been "To provide unequalled service to our customers and to provide this with creativity, energy, enthusiasm and above all, good humour."

Meridican Incentive Consultants is looking for a dynamic person with experience and a proven track record in managing successful meetings, conferences and incentive travel programs.

The successful candidate must have strong project management/ organizational skills, attention to detail, an ability to multi task, have a working knowledge of MS Office and be available to travel.

Responsibilities:

Manage the program elements through to execution which may include:

- Managing our supplier partner contracts including attrition, payments, concessions and deadlines.
- Manage the program budget, invoices, payments and final reconciliation
- Oversee and manage client and participant communication
- Manage client meetings
- Manage all details as it relates to the program (may include print material, travel packages, name badges, itinerary booklet signage, invitations, food and beverage, special dietary meals, community projects, on site transportation)
- Manage the registration data and the reports (Rooming List, Optional Activities, A&D Reports, Dine Around Schedules, Dietary Reports)
- Work closely with the various Meridican teams to ensure clear communication and ensure that each client experience is outstanding
- Negotiate, when required with Meridican partners, including but not limited to; hotels, DMC's, transportation services, off-site venues, gifting companies and audio-visual staging and production partners
- Manage site-inspection trips
- Manage the onsite travel team
- Handle multiple projects simultaneously

Qualifications:

- Proficient in Microsoft Office (specifically Excel)
- Strong oral and written communication skills
- Extraordinary client service
- Detail-oriented with a focus on accuracy
- Superior time management; ability to effectively prioritize tasks and meet tight deadlines

- Strong organizational skills
- Team oriented, positive and resourceful

Additional Assets

- Hospitality and Tourism employment/ educational background
- Experience with online web registration system (preferably Cvent)
- Bilingual (French)

Please email your resume along with a cover letter to info@meridican.com with "Program Manager" in the subject line.

We thank all candidates for your interest; only those applicants who are invited in for an interview will be contacted directly.