



Job Offer

Job position	Corporate Event Planner (Maternity leave replacement)
Duration	Approximately 1-year (with possibility for permanent placement)
Immediate Superior	President

Description of the company

Open Skies EVENTS is a well known & respected Agency based downtown Montreal who specializes in Corporate Meeting & Event Planning in both private & association sectors since 1995. The company, who has a 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 with thousands of participants. Open Skies EVENTS is proud to have grown a loyal clientele throughout the years and continues to expand every day.

Description of the position

The Event Planner is in charge of planning, coordinating & delivering, in part or entirely, the logistics aspect of the events 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 it. 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 or innovations & present them to clients;
- Build requests for proposals for venues and suppliers based on the information gathered from the client;
- Compare, negotiate and present these offers to clients, providing guidance & recommendation;
- Negotiate and finalise contracts with chosen suppliers, revise invoices, and manage payments based on agreed timelines;
- Draft an estimated budget, update it throughout the planning & share it with the client on a regular basis;
- Manage: registrations, rooming lists and room blocks, assigned seating, floor plans, etc...
- Coordinate : lodging, transportation, signage & posting, F&B, special needs, set-up & dismantle, shipping, security hiring, etc...
- Ensure that all aspects of the event are in line with the theme/objective of the client: decor, production, invitations, signage, activities, etc.
- Recruit, contract, educate and manage the schedules of the on-site team of coordinators, providing them with all of the necessary documentation and tools to assist with the success of the event;
- Continually take training classes to remain on the lookout for the latest developments in the Meetings & Events Industry;

Qualifications, requirements & expertise

- **3 to 5 years** of relevant experience (*ideally within a 3rd party agency*) as a Corporate Meeting & Event Planner or similar role;
- College or University Diploma in Hotel and Restaurant Management, Hospitality, or Business Administration;
- Bilingual (French & English) – written and verbal;
- A passion for the Event Industry, including its ups and challenges is a must;
- Customer focused with excellent customer service skills and proven relationship building strengths;
- Extremely organized, have sound time-management skills and be able to multitask
- Detail oriented & with a keen sense of observation;
- Comfortable working independently, showing initiative, problem solving skills, & self-motivation;
- Accomplished team-builder with a positive attitude, respectful, skilled at inspiring, motivating and developing people;
- Know how to prioritize tasks, respect deadlines, and respond well under pressure when faced with sudden challenges. Must be able to step back, reflect, and rectify a situation quickly and clearly with a cool, level head;
- Ability to adapt easily and thrive in a high-change, fast paced environment;
- Comfortable negotiating with the supplier while maintaining strong relationships
- You are available to travel on occasion, have a valid driver's license and passport.
- Advanced knowledge of the Office Suite more specifically PowerPoint, Excel, Word, Outlook, and Adobe Acrobat.
- Be tactful, patient & always treat clients with respect;
- Experience with social media platforms such as *Facebook, Instagram & LinkedIn*;
- Valid work visa to work in Quebec, Canada

Working conditions

- Full time MON to FRI
- Possibility of night & week-end shifts to be present on-site at events
- Competitive Salary: based on experience + possibility of annual bonus
- Group Insurance Plan after 3 months probationary period
- Occasionally required to travel out of the city and/or country

Important dates & information

- Starting date: Between April 8th & April 15th, 2019
(according to years of experience)
- **Application Deadline:** **March 22, 2019**
- Email to send your application: suzy@openskiesevents.com

IMPORTANT- Please make sure to include in your email:

- *Your CV with at least 2 references that can be contacted after your interview*
- *A description of your tasks at your current/past job in this similar role*
- *Your expected annual salary*

PLEASE NOTE: Since we expect to receive a lot of applications, no confirmation of reception will be sent out. No phone calls please. Only selected candidates will be contacted for an interview.

Thank you!

www.openskiesevents.com