



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Junior Conference Manager

The Office

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Toronto Ontario

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The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Our Toronto office is in the WeWork Building, right at the heart of downtown Toronto's tech hub. This innovative building is six floors of private offices, coworking space, and meeting rooms, all situated in a historical 100 year old building.

Summary

The Junior Conference Manager provides assistance to Conference Managers in the organization and execution of conferences. A Junior Conference Manager will also manage smaller meetings on their own.

International Conference Services is an International Professional Congress Organizer based in Vancouver with branch offices in Toronto, Denver, Vienna, London and Barcelona.

Responsibilities

Include the following (other duties may be assigned):

Project Related

- Ascertains client needs, goals and services required

- Manages conferences efficiently, effectively and with total quality control based on clients needs and ICS' standards
- Develops, manages and oversees conference budgets, reconciliation, and conference income and expenses under the supervision of a Senior Conference Manager
- Sets and develops timelines, conference management task lists, and divisions of duties within the conference team
- Manages and oversees logistics, operations, schedules, and production coordination
- Oversees overall project execution, performance, and profitability
- Oversees, manages and provides guidance to the conference/project team and as such requires full knowledge of complete duties pertaining to conference management as set out below:

- Financial and Budget Management
- Full Logistical & Meeting Management
- Audio-Visual and Multi Media Management
- Conference Sponsorship Sales and Management
- Exhibition Sales and Management
- Compliance and CME Management
- Interpretation and Simultaneous Translation Services
- Marketing, Promotion and Media Relations
- Online Abstract, Speaker and Program Management
- Pre-Conference, Online and Onsite Registration
- Housing Management
- Site Selection
- Special Events, Opening/Closing/Awards Ceremonies Production
- Pre and Post Conference Tours
- Guest and Spousal Programs
- Transportation
- Risk Assessment and Management

Skills & Attributes

Absolute requirements:

- A diploma or degree in marketing, business administration or similar
- A minimum of 1 year experience in organizing conferences and scientific/medical meetings/CME programs in particular

- Extensive knowledge of MS Office Programs
- Ability to travel internationally and work flexible hours

Asset for successful application

- As our company works around the world, with branch offices in 5 countries, a second language (preferably French, Spanish or German) is a true asset but not a requirement

What's next?

Please send your resume and cover letter to careers@icsevents.com.

