



We are looking for someone to support our Sponsorship & Exhibit team and help with developing sponsorship & exhibit packages, research of prospects, day-to-day communication with confirmed and prospective companies, and fulfillment of benefits leading up to each conference. This position does **not** include active sales.

In your position, you will be responsible for ensuring that our sponsors and exhibitors are satisfied and receive all benefits associated with their financial contribution. You will be a self-starter who can carry out assignments with limited oversight in a timely fashion and will incorporate the ICS core values into your daily work.

A key applicant will demonstrate exceptional organizational, written and oral communication skills and will be able to foster a team environment and will also be able to act as an independent team member. Attention to detail is essential for this position. If you enjoy working with databases and excel files, this will be the right job for you.

**The Position**                      **Sponsorship & Exhibit Administrative Assistant**

**Level**                                      **Beginner/Intermediate**

### **The Office**

International Conference Services Ltd.  
300 – 1201 West Pender Street  
Vancouver, BC V6E 2V2  
Phone: +1 604 681 2153  
email: [careers@icsevents.com](mailto:careers@icsevents.com)  
[www.icsevents.com](http://www.icsevents.com)

### **The Office Culture**

We take pride in our people as well as 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. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined.

## Responsibilities

- Assist in preparing promotional material to advertise sales opportunities;
- Research and develop a list of potential sponsors and exhibitors for each conference;
- Answer general questions from prospective, as well as confirmed, sponsors and exhibitors by phone or email;
- Keep precise records of conversations with all sponsors and exhibitors;
- Update the sponsorship and exhibitor database as required;
- Invoice sponsors and exhibitors once agreements have been reached; process and record payments;
- Maintain knowledge of conference timelines and sponsorship deadlines;
- Communicate timely with confirmed sponsors and exhibitors to ensure purchased benefits are fulfilled (collect logos, bios, advertising items, etc.);
- Perform administrative functions when necessary;

## Skills & Attributes

- Experience in the conference or event management industry would be preferred
- Ability to work independently and to be self-motivated and detail oriented
- Ability to multi task and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines
- Positive, “make it happen” attitude
- Technical capabilities including Microsoft Office such as Excel and PowerPoint are essential
- Professional communication skills and confident in interacting with clients
- At times, flexible hours may be required

## What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).

