



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

The Position – Conference Coordinator

The Office

International Conference Services Ltd.

300 – 1201 West Pender Street

Vancouver, BC V6E 2V2

Phone: +1 604 681 2153

email: careers@icsevents.com

www.icsevents.com

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. 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. Become one of us because we are "connecting people to facilitate change in the world."

Summary

The Conference Coordinator provides the liaison between International Conference Services and clients and suppliers, in the organization and execution of conferences.

Responsibilities

- Keeps up-to-date daily on the status of all facts of conferences and meetings, services provided and client relationships.
- Negotiates rates for meeting space and accommodation and interprets all contracts correctly.

- Books space as required, i.e. hotel and meeting rooms.
- Assists clients / ICS Managers in planning budgets for conferences and events.
- Provides clients / ICS Managers with information and options based on budgets and contract details.
- Coordinates registration and accommodation booking
- Assist in the management of speaker and abstracts / papers
- Accepts and processes registrations, controls room block space, incoming funds and payments.
- Assists ICS managers to prepare timeline to ensure it does not interfere or conflict with commitments you have with other conferences.
- Provides information to - Tours, Incentives and Special Events Department about clients requests for tours and special events.
- Works with clients / ICS Managers to prepare, produce and distribute preliminary package and conference materials.
- Coordinates all promotional mailings - ensuring completion and dispatch.
- Liaises with clients / ICS Managers, speakers and presenters to arrange individual sessions / poster boards and exhibits.
- Orders specialized/customized delegate bag material.
- Prepares delegate kits and packages.
- Maintains a key presence on-site for troubleshooting, problem-solving, facility liaison, etc.
- Assists ICS Managers with all audio-visual equipment, technical support, translation services required for conferences.
- Monitors financial information, with accounting department, produces final statements for clients and inter-office needs, i.e. budget, actuals, profit loss statement and balance sheet.
- Coordinates production of tickets and name badges for tours / events and sessions where required.
- Disposes of left over materials as directed by clients / ICS Manager.
- Provides financial control and reconciliation report for each conference as per ICS Manager instruction.
- Builds a pool of excellent on-site staff.
- Contacts on-site staff and checks for availability, books them and checks their hours and invoices.
- Trains and briefs on-site staff / volunteers before an event.
- Produces briefing notes and distributes to staff and management.

- Prepares time line of various duties for on-site staff.
- Distributes time sheets and operational cash – and keeps track of them.
- Collects time sheets, cash sheets, money.
- Organizes and conducts debriefings as necessary.
- Contributes ideas for proposals, including costing and hours.
- Follows up with clients and suppliers to debrief and thank them.

Skills & Attributes

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be proactive, logical, efficient, effective and have multi-tasking abilities. Must also be well organized and have effective time management skills to work within established timelines.
- The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Administration degree or diploma preferred. 1-2 years of conference planning experience with increasing responsibility. Experience in conducting detailed research. An equivalent combination of education and experience will be considered.
- Ability to read and comprehend instructions, correspondence and memos. Ability to write business correspondence clearly. Ability to effectively present information in one-to-one and small group situations
- Ability to calculate figures and amounts such as discounts, interest, commissions. Ability to apply mathematical concepts to understand financial statements, budgets and cash flow.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- This position is suited to a self-motivated, professional person who can confidently work with a variety of people from different cultures and backgrounds. Diplomacy, tact and a sense of humour

are important to the success of this person. The ability to speak, read or write French or German would be a definite asset. This position requires a driver's license.

- Excellent knowledge of a variety of software packages. Word for Windows and Excel are a must. Experience with Adobe Creative suite, Social Media tools and housing registration systems are an asset.

What's next?

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

