



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

We are Recruiting! – Event Systems Coordinator

Location

ICS employees work in a predominantly remote work environment.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations and organizations, to host conferences, events and tradeshows. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solutions-oriented, and able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

Role Overview

The Event Systems Coordinator will work as part of the Systems department, providing support and consultation to ICS project teams to determine appropriate in-person, hybrid, and virtual event technology solutions that will meet the event needs and goals. This role will also review and contribute to department developed standard operating procedures, identify efficiencies and areas for improvement, as well as act as a liaison between ICS and preferred suppliers.

Job Duties

- Support project teams in project planning to determine appropriate in-person, hybrid and virtual event technology solutions that will meet the event needs and goals
- Review and contribute to department developed standard operating procedures as it relates to event technology
- Identify efficiencies and areas for improvement with regards to event technology needs and standard operating procedures
- Remain current with industry technologies, products, and trends
- Test systems and new procedures prior to delivery
- Understand budgets and provide appropriate recommendations from this information
- Troubleshoot, investigate, and escalate advanced or on-going technical issues
- Generate new ideas to implement new/existing client requirements

- Evaluate, select and negotiate contracts with (new) software and suppliers such as but not limited to: credit card merchants, event mobile apps & virtual platforms, on-site technology, print on demand services
- Ensure connectivity between databases and systems
- On-site support and travel to events may be required on occasion
- Additional duties as required

Knowledge, Skills & Experience

The successful candidate will need to possess the following knowledge, skills & experience:

- Certificate or Diploma in a relevant field
- 1-2 years of experience in conferences and events
- Experience with troubleshooting technical issues
- A self-starter with the ability to work independently and in teams
- Quick to learn new software
- Solution Maker with the ability to think outside the box
- Experience working with EventsAir, virtual platforms (Pheedloop, 6Connex, Zoom) and/or Microsoft Office365 is a definite plus
- Analytical & methodical

What's next?

If you're interested in the position and feel you may be a good fit, please send your resume and cover letter to careers@icsevents.com