



Event Assistant – Registration and Membership Administration
Fulltime

Our client, a well-established Ottawa-based event management firm is seeking an event professional with two or more years of education and experience in the event management field. Experience providing registration administrative services for multi-day national professional development conferences and exhibitions would be a bonus.

As a fluently bilingual (English and French) customer service oriented person, you look forward to spending your days immersed in the multitude of details necessary for the successful registration of attendees, including their accommodation and dietary requirements. You are extremely well organized and can't understand how not everyone else is. You know how to work on multiple events at the same time, making all the clients think each is the only one. You delight in the opportunity to develop a new registration form and supporting pages for the Conference website. You never send an email without re-reading it for a third time.

If this sounds like you and you have most of the following skill stack, apply today:

- Web based off the shelf form development
- On-line registration coordination
- Database management
- Hotel room block coordination
- Basic graphic design related to badge creation
- On-line survey creation and evaluation
- Practical email marketing
- Good time management and problem-solving capabilities
- Proficient in Microsoft Office, particularly with Word, Excel, PowerPoint and Outlook.
- Completion of a post-secondary degree or diploma.

Compensation:

- Salary commensurate with experience.
- Participation in company benefit plan.
- Professional development opportunities.

Submit your CV and cover letter to:
Sheila Wong, Senior Vice President
BBW International Inc.
swong@bbwinternational.com

Deadline: June 1, 2018

No phone calls please. We thank all applicants for their interest, however, only those selected for interviews will be contacted.