



POSITION DESCRIPTION

Position: Events Administrator

Accountability: Manager, Events

Location: Ottawa

Salary Range: \$38,000 - \$52,000

Position Summary

As directed by the Manager, Events and in conjunction with team members, the Events Administrator is responsible for providing support in the preparation and delivery of the CPMA Annual Convention and Trade Show, and other meetings or events as required.

Position Responsibilities

- Support the delivery of CPMA's Annual Convention and Trade Show including but not limited to:
 - a. Assist with the coordination of details and logistics of specific events or programs as directed
 - b. Coordination with sales team to ensure delivery of all sponsor benefits
 - c. Provide exhibitors pre-show support
 - d. Follow up with exhibitors to ensure all required forms are submitted and recorded
 - e. Respond to information requests from internal and external stakeholders
 - f. Follow up with suppliers as directed by Manager, Events to confirm details and specifics
 - g. Prepare shipping labels for convention shipment
 - h. Pack and arrange shipping of materials for convention and other events
- Assist the Manager, Events with duties related to reservations or administration and support of additional meetings or events when needed
- Monitor hotel room blocks and coordinate room reservations for Directors, staff and speakers for all events
- Develop and maintain effective relationships with all suppliers and stakeholders
- Assist with on-site logistics as directed by Manager, Events
- Perform other administrative duties as assigned
- Travel as required

Qualifications:

- Requires strong communication skills, both written and verbal
- Excellent organization skills and attention to detail
- Excellent customer service skills
- Ability to handle multiple tasks simultaneously and work well under pressure
- Experience with Microsoft Excel
- Ability to work with minimal supervision and/or follow directions and deliver in established timeframe

Considered an asset:

- Experience working with volunteers
- 1 year relevant experience in an events support role