



## **About Parléview**

This role is work from home - Candidate's can live anywhere across Canada.

Parléview is a leading full-service event agency that creates powerful experiences through its event management. We are experts in tourism, technology and defence sectors and are proud to have won many National and International awards for our programs. At Parléview, we breathe our vision into every project, bringing our clients' events to life with excitement, integrity, and passion!

Parléview is a team of highly driven professionals who aim for the best possible outcomes and solutions. Our team is energetic, driven and works with a smile as we love what we do! We work hard but also enjoy playing together when the work is done. Parléview's wants to grow our team by bringing onboard a talented individual who can showcase their 'star quality' and fit with the rest of our best.

## **POSITION: EVENT ADMINISTRATIVE COORDINATOR**

Parléview's **Event Administrative Coordinator** plays a pivotal role in ensuring the seamless execution of events through effective management of registration requirements, procurement, and on-site coordination. This person will be high energy, a positive contributor and absolutely love making every piece of the puzzle fit together.

This role will operate with precision and professionalism, ensuring deadlines and goals are adhered to. As part of the Parléview team, you will have above average organization and communication skills, as well as the ability to think quickly to resolve problems effectively.

## **Position Role & Responsibility**

- Provide comprehensive administrative support across all phases of event planning and execution.
- Coordinate event logistics including schedules, travel, accommodations, catering, and on-site requirements.
- Maintain detailed event documentation, timelines, contact lists, and run-of-show materials.
- Liaise with vendors, venues, suppliers, and internal stakeholders to support smooth operations.
- Track contracts, purchase orders, invoices, and budget documentation; support financial reconciliation.
- Manage registration processes, guest lists, RSVPs, and attendee communications.
- Prepare briefing materials, agendas, meeting notes, and post-event reports.
- Support compliance with client, security, and accessibility requirements (as applicable).
- Assist with on-site coordination, including registration desks, speaker support, and issue resolution.
- Monitor deadlines and ensure deliverables are met across multiple workstreams.



- Support risk management by tracking permits, insurance, and contingency plans.
- Provide responsive, professional communication and problem-solving in fast-paced environments.

### **Qualifications**

- Minimum 3 years of experience in CANADIAN event or administrative coordination
- Proven experience with registration and mobile app platforms an asset
- Exceptional multitasking abilities in a fast-paced environment.
- Self-starter who can work independently with minimal supervision.
- Excellent verbal and written communication and interpersonal skills.
- Adaptable and capable of meeting deadlines and adjusting to changing priorities.
- Expertise in Excel and Office 365 enterprise tools.
- Expertise with Google and Microsoft platforms.
- Experience with event design software tools an asset.
- Bilingualism (French / English) an asset.
- Familiarity with Canadian Military operations and environment is an asset.
- Post secondary degree/diploma or equivalent business experience considered an asset
- Willingness to undergo significant background checks for security clearance.
- A valid driver's licence and Canadian passport are required.
- Available to be onsite at events 4-6 weeks (consecutively) a year with shorter site travel as well. Expected travel is 25% per year.
- Love Event Life!

### **Position Details**

- ***Flexible Work-Life Balance:*** Enjoy the freedom of setting your own hours and working from home! While we promote flexible hours, our general expectation is a availability Monday to Friday, 9-5 EST, giving you structure and predictability.
- ***Your Well-being Matters:*** Access to our comprehensive health benefits program is just around the corner. Once you've successfully completed your probationary period, you'll gain peace of mind with our health benefits, ensuring your health and happiness are a priority.
- ***Competitive Compensation:*** Your talent is recognized and rewarded. We offer a competitive starting pay of \$50,000, giving you a strong foundation for growth and financial security.
- ***Time Off:*** Parléview recognizes that event schedules are demanding and awards time off in addition to set vacation as a benefit.

Join Parléview, where planning precision meets creative excellence, and where every day is a chance to make a memorable impact!