



About Parléview

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 headquarters are in Toronto, ON and we want to grow our team by bringing onboard a talented individual who can showcase their 'star quality' and fit with the rest of our team. At Parléview, we always have a positive casual work environment and seek talented employees who crave impressing clients, learning new skills and aren't afraid to tackle big tasks.

Position: Registration & Event Coordinator

Parléview's **Registration & Event Coordinator** will work with our full team and be the main point of contact for all guests onsite during our events. This person will play a pivotal role in ensuring the seamless execution of events through effective management of attendee requirements, registration processes, 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. You should love tracking information and being a resource for the team as everyone will look to you for the answer!

Position Role & Responsibility

Registration Coordination

- Be the onsite connection point for all guests of our events, working directly with the Registration Manager.
- Manage the collection of required documents from guests and organize submission to overseeing bodies, ensuring a smooth experience.
- Maintain and manage attendee lists, including individual communication with attendees.
- Track required documentation for all registrants and provide the Client reports on registration updates.
- Onsite; lead daily meet and greet of all registered guests, providing direction and guidance as the main point of contact during the events.



Event Coordination

- Support all aspects of event planning and keeping project timelines.
- Manage multiple data tracking sheets to consolidate information from many data sourced on many data points.
- Deliver programming elements on time, within budget, that meet and exceed objectives.
- Attend and support on-site client meetings and communications.
- Work collaboratively with team members to complete client deliverables and maintain positive workflows.
- Assist with site logistics, finalize on-site requirements, and provide on-site assistance during events.
- Be part of a team of onsite Event Managers, Coordinators and Specialists to produce and deliver the event.
- Contribute to the management of critical paths and workback schedules and undertake additional tasks to ensure successful event delivery, as directed by Event Managers.
- Venue sourcing, vendor and procurement sourcing as required by program.
- Be a point of contact for programming fulfillment requests and communication.
- Procure and purchase on the Company's behalf supplies and items required for the event execution.

Well Rounded

- Provide excellent customer service and ensure high-quality delivery.
- Offer team support for various requirements as needed.
- Assist in procurement and event support tasks as required.
- Ability to self-start and be proactive, flourishing in a self-directed environment.
- Be a positive role model and team member, aligning with Parléview's standards, attitude, and values.

Qualifications

- Minimum 3-5 year of experience in CANADIAN event coordination, support and execution.
- Proven experience with registration and mobile app platforms (ex. Swoogo, EventMobi).
- 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, adjusting to changing priorities, and collaborating effectively within a team.
- Expertise in Excel and Office 365 enterprise tools.
- Expertise with Google and Microsoft platforms.
- 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.
- Must be onsite 4-6 weeks (consecutively) a year with short site travel as well.
- Love Event Life!



Position Details

- ***Flexible Work-Life Balance:*** Enjoy the freedom of setting your own hours, allowing you to maintain a healthy work-life balance. While we promote flexible hours, our general expectation is a predominantly Monday to Friday, 9-5 EST work week, 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 \$28.00 per hour, 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. Your data management skills, coordination finesse, and the freedom of a hybrid work environment will be the keys to unlocking our success and taking our team to new heights.