



## **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. 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: Bilingual Account Manager**

Parléview's **Account Manager** will act as the lead on key Client accounts. You will be the glue that holds the program together, the keeper of all knowledge! Work with the client to develop the plan, then work with your team to execute it. As the lead, you will operate with precision and professionalism, ensuring deadlines and goals are adhered to both on the Client side and within Parléview's team. While managing events and clients, you will have a kind and friendly communication style and build connections wherever you go. 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 will primarily produce events within Canada, but international travel may be required for our logistically heavy programs.

## **Position Role & Responsibility**

- Lead the development and execution of large-scale (primarily outdoor) events for branches of the Federal Government across Canada, ensuring meticulous planning, preparation, and deployment.
- Prepare detailed event plans and briefs for client review and approval, encompassing objectives, procurement, logistics, branding, strategic documents, accommodations, transportation, training manuals, resources, job descriptions, communication plans, health and safety protocols, security measures, registration management, budgets, run of shows, floor plans, and workback schedules.
- Lead client communication and be the funnel for all information to all parties involved in the projects, while maintaining and developing the client relationship.
- Create and manage schedules and keep all parties on deliverable dates, onsite operational systems oversight and other technical requirements for live events.



- Research and manage relationships with suppliers, vendors, industry stakeholders, associations, destination management organizations (DMOs), project management offices (PMOs), and sponsors.
- Lead the assigned Parleview team to successfully deliver the event. Lead a team of Event Managers, Coordinators and Specialists to produce and deliver event projects from proposal through to deployment.
- Oversee all program budgets, adhering to clients' financial, procurement, and legal policies in alignment with their corporate oversight and governance.
- Review and manage invoicing, ensuring accuracy and compliance.
- Provide details for financial reporting.
- Support senior leadership in responding to Requests for Proposals (RFPs), contracts, and partnership agreements.
- Develop procurement plans for long term programs and their ongoing delivery and ongoing requirements.
- Negotiate key partnerships to enhance the client's competitive position through strategic event participation.

### **Qualifications**

- Minimum 10 years of experience in planning and deploying CANADIAN events, outdoor event experience is required.
- Established track record in leveraging and managing relationships and partnerships with large suppliers, vendors, and partners.
- Experience in writing project briefs and managing associated budgets.
- Exhibit exceptional attention to detail in all aspects of work.
- Ability to meet deadlines, adapt quickly to changing priorities, and thrive in a remote team environment to achieve outstanding results.
- Expertise in Excel and Office 365 enterprise solutions/tools.
- Experience with Google and Microsoft platforms.
- Previous experience as a client lead is required.
- Valid driver's licence and Canadian passport are required.
- Bilingual (French / English) required.
- Experience leading a team is an asset.
- Government client experience is an asset.
- Familiarity with Canadian Military operations and environment is a strong asset.
- Event designations such as CMP (Certified Meeting Planner) or equivalent an asset.
- Willingness to undergo significant background checks for security clearance.
- 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 working from home and setting your own full-time hours, allowing you to maintain a healthy work-life balance. While we promote flexible hours, our general expectation is 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 salary of \$85k 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!