



## **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: EVENT MANAGER**

Parléview's **Event Manager** will be the second in command, ensuring that the developed plans go off without a hitch! You will operate with precision and professionalism, ensuring deadlines and budgets are adhered to. Procurement of both large scale and small items, as well as vendor management are big portions of this role. You will have above average organization and communication skills, as well as the ability to think quickly to resolve problems effectively. You handle multiple situations and people at the same time, with grace and positivity and you absolutely love to see the whole event come together, especially when the Client has a giant smile on their face. You will primarily produce events within Canada, but international travel may be required for our logistically heavy programs.

## **Position Role & Responsibility**

- Support the development and execution of detailed event plans and briefs for client review and approval that may include but are not limited to: objectives, procurement, logistics, brand and creative proofs, accommodations and transportation, training manuals, resources job description, communication plans, health and safety, security, registration management, budgets, run of shows, floor plans, and workback schedules.
- Be responsible for all event deliverables such as project management, vendor management, décor and rentals, onsite event delivery, accommodations and transportation, resource management, technical production, and reporting.
- Deliver events on time, within budget, that meet and exceed objectives.
- Set, communicate and maintain timelines and priorities on every project.
- Support the creation and management of registration, websites, apps, payment processing and other digital or technical requirements as part of client events.
- Support senior management in their duties.



- Manage operational and administrative functions to ensure projects are delivered efficiently.
- Assist with the recruitment, development, coaching and mentoring of resources.
- Research, procure and manage suppliers.
- Track, organize and prepare purchase lists and status of orders.
- Support program budgets ensuring to follow the Clients financial, procurement and legal policies aligned with their corporate oversight and governance.
- Support the team with other requirements as needed.

### Qualifications

- Minimum 5 years of experience in planning and deploying CANADIAN events; outdoor event experience is required.
- Proven experience with on-site logistical coordination and event operations.
- Proven ability to solve problems and respond to request in a quick and efficient manner.
- Ability to meet deadlines, adjust quickly to changes in priorities and work within a team environment to achieve excellent results.
- Experience in managing 3rd party vendors and budgets.
- Expertise in Excel and Office 365 enterprise solutions/tools.
- Experience with Google and Microsoft platforms.
- A valid drivers license and Canadian passport are required.
- Bilingualism (French / English) considered an asset.
- Government Client experience considered an asset.
- Familiarity with Canadian Military operations and environment considered an asset.
- Event designations such as CMP (Certified Meeting Planner) or equivalent considered 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 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 \$70K 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.!