



**JOB TITLE: Event Coordinator – Full Time (Toronto)**

**About the Organization: Speakers' Spotlight**

Speakers' Spotlight is a speakers bureau that represents many of the world's most extraordinary speakers, leading thinkers, and inspiring individuals. They are all leaders in their respective fields, which include business, politics, sports, media, academia, science, technology, culture, and entertainment. Since Speakers' Spotlight began in 1995, we have worked on over 25,000 events in more than 30 countries. [www.speakers.ca](http://www.speakers.ca).

**Duties of the job:**

- Work with company sales representatives to coordinate the logistical details for multiple events
- Act as a liaison between speakers, clients, and colleagues
- Responsible for all logistical event details including booking flights, arranging ground transportation, and accommodation
- Coordinate and participate in pre-event conference calls
- Build, maintain, and grow relationships with clients and speakers

**Skills and experience expected of a successful candidate**

Working with our speakers, clients and staff, we are looking for someone who:

- Has 1-3 years of work experience
- Is friendly, enthusiastic, and willing to learn
- Has the ability to multi-task effectively under pressure in a fast-paced environment with minimal supervision
- Has proven customer service skills and experience
- Has strong organizational skills with the ability to prioritize
- Possesses a high level of attention to detail, accuracy, and follow-up
- Has the ability to work in a team environment
- Exemplifies excellent communication skills
- Has previous experience working in an office environment
- Has great knowledge of Microsoft Office (ACT! software, an asset)
- Event/hospitality industry experience is an asset

Please send your resume with your salary expectations to [careers@speakers.ca](mailto:careers@speakers.ca) by July 25, 2018. We thank all applicants for their interest but only candidates considered for an interview will be contacted.