



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

At Parléview, we are 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.

### Description

Parléview's **CREATIVE EVENT COORDINATOR** is a senior coordinator looking to further grow their career in a quickly advancing role. You will be a support to assigned Clients with planning, preparing and deploying various events across Canada, Europe and the United States. The Creative Event Coordinator will operate with precision and professionalism, ensuring deadlines and budgets are adhered to. As a member of our team, 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.

### Position Role & Responsibility

#### **Creative Design**

- Passionate about design whether its building event signage, sourcing décor, experiential activations, or envisioning how food could be presented in a unique way
- Proficient in CANVA; Experienced in creating invitations, menu's, save the date's, onsite brand items, and event signage etc.
- Be involved in brainstorming sessions as it relates to creating event activations, overall theme, and strategy of the event décor and design
- Support the Creative team in their initiatives

#### **Event Coordination**

- Support all client teams with event coordination duties including venue sourcing, vendor and gift sourcing and communications through to completion
- Support event procurement and purchasing
- Participate in client communications



- Call scheduling and meeting minutes record keeping, must be able to accurately transcribe meetings
- Create spreadsheets, lists and documentation to keep senior team organized; supporting their overall duties
- Manage operational and administrative functions to ensure projects are delivered efficiently
- Assist and analyze KPI's and other event metrics to provide Client with comprehensive post event project reporting.
- Occasional onsite visitation to Parléview's storage warehouse located in Etobicoke, Ontario as well as inventory management

### **Well Rounded**

- Beyond well organized – detail is your passion!
- Ensuring excellent customer service and quality delivery
- Onsite event support as required
- Be a positive role model and team member, adhering to Parléview's standards, attitude, and conduct, adhering to our vision and values.
- Ability to self start and be proactive; flourishing in an entrepreneurial environment

### Qualifications

- Must be proficient in CANVA
- Adobe photoshop an asset
- 5 years experience planning and supporting Canadian events in tourism, sponsorship, destination management, and or government
- Expertise in Excel and Office 365 enterprise solutions/tools
- Familiar with Google and Microsoft platforms
- Ability to multi-task and work in a fast-paced environment
- Excellent verbal and written communication and interpersonal skills
- French language an asset
- Ability to travel globally
- Love Event Life!

Hours of work are typically Monday – Friday; regular business hours EST, however must remain flexible to the demands of the client and program. Some hours may fluctuate daily as some of Parléview's clients are in other time zones and some events / travel may occur over weekends.

Work from home environment, quarterly travel to Head office in Toronto.

Position is Full Time Contract with estimated average hours of 35 hours per week.  
Starting pay is \$28 / hour