



Events Coordinator

Location: Toronto, ON

Halsall Associates is the recipient of numerous awards and distinctions – accomplishments that stand in testament to the quality and innovation of our workplace and the service we provide to clients. For the third consecutive year, *The Globe and Mail* has ranked Halsall as one of Canada's Best Workplaces.

We seek an energetic, marketing savvy team player to plan and implement successful company events. This is a new role in the company and therefore the person will be required to develop an efficient process to deliver events. Key events include; client gatherings, employee celebrations, team-building exercises, and annual management meetings.

Responsibilities of the role include:

- Managing event plans, schedules and budgets
- Sourcing and selecting event venues and vendors
- Coordinating vendor contracts and accepting accountability for outcomes
- Space planning and coordinating event set up
- Liaising with Marketing on event promotion and communication
- Coordinating lead collection processes, databases and contact lists
- Distributing event agendas, schedules and other correspondence
- Managing registration processes; registration table, name tags and info packages
- Building and executing event follow up and evaluation process
- Coordinating audio visual and technical requirements
- Coordinating hospitality, travel and accommodations
- Maintaining the Regional Events Calendar
- Participating in the Employee Social Committee
- Contributing to Corporate Marketing activities as needed

Essential Skills & Qualifications:

- 2-5 years experience delivering a wide range of corporate events
- Excellent planning, organization and time management skills
- Experience establishing and building event planning and production processes
- A team player, amongst energetic, successful people
- Self starter with the ability to work independently and manage tight deadlines
- Undergraduate Degree with a focus in Event Planning, Marketing or Business preferred

Please apply directly through our website at www.halsall.com

We appreciate your interest in joining the Halsall team. Our group will be following up with only those candidates who are of interest to the firm.