**Bilingual Meeting & Event Coordinator - Permanent - 17249**

**About the Opportunity**

Partnering with a national body dealing infrastructure safety, our client provides collaboratively leadership through its programs, research, national policies and regulations. Established over eighty years ago, this organization provides forums and events for members to share knowledge and best practices. As Meeting & Event Coordinator, this position plays a pivotal role in the success of those meetings.

Duties include but are not limited to:

* Provide administrative and logistical support to the annual meeting, including monitoring the budget, marketing and communications and project tracking
* Manages the registration process
* Manages the exhibits program and act as the main contact for members
* Assist with sourcing vendors and ensuring their exhibit requirements are met
* Support the planning and execution of periodic Board of Directors and Committee meetings
* Supports the organization’s participation in external events
* Supports the organizations marketing and communications efforts

**About You**

The successful candidate will have the following:

* Post secondary education in Event Management, Business Administration Project Management or related discipline
* A minimum of two years of relevant experience
* Knowledge and/r experience a using member/client database
* Bilingual (French/English) is mandatory
* Experience with emerging technology to deliver virtual content would be considered an asset
* Occasional travel may be required

**About the Job**

This position is a full time/permanent position offering an annual salary of $55,000 - $65,000 with a comprehensive benefits package. They are conveniently located with free parking and offer a hybrid work arrangement that will see most employees in office once or twice weekly with occasional exceptions.
LROLES
**How to Apply**

Please apply by submitting your résumé directly to executivesupportperm@lrostaffing.com. Please quote job **17249**.

Thank you for your interest in this role. One of our Recruiters will be in touch with you if your profile meets the requirements for the role and the expectations of our clients. Please note that all candidates must be permitted to work in Canada to be considered for this opportunity.