



**Job Title:** Assistant Account Coordinator  
**Duration:** 4 Month Contract (May 1<sup>st</sup> to Sept 4<sup>th</sup>)  
**Position Reports To:** Account Manager, XM & Events  
**Location:** 67 Mowat Ave (Liberty Village)  
**Website:** [www.theconciergeclub.ca](http://www.theconciergeclub.ca)

**Position Overview:**

The Concierge Club is renowned for our level of excellence, and our unique creative philosophy ensures we produce visions to epic levels. Our team energy orchestrates original celebrations nationwide that are both provocative and impact all senses; resulting in distinct experiences for every guest and client.

We are seeking an entry level employee to join our Account Management and XM/Events team. The ideal candidate is a highly driven person who has a hunger for marketing and events. They have remarkable writing skills and exceptional attention to detail. They are extremely organized, approachable and possess a collaborative spirit that fits with our vibrant culture!

**Roles & Responsibilities:**

- Ability to organize weekly priorities and deliverables that drive the success of their events .
- Deliver within timelines, when managing activation based critical paths, event research, program preparation and assembling metrics and reporting
- Coordinate and support required pre-program planning. Offer support with event organization i.e. confirming and coordinating venues, program related shipments and logistics
- Source and manage program suppliers and vendors on quotes, deliveries and inventory requests. Respond to communication professionally and politely
- Attend internal team and client meetings. Develop detailed contact reports and action items
- Compose comprehensive post event details and collect in-field staff reporting metrics into client facing reports and presentations
- Join in-field event management team when requested to administer spot checks and oversee activity
- Complete admin duties in support of office and event operations e.g. helping out at office social events, and picking up materials etc.

To apply please email your resume to [recruitment@theconciergeclub.ca](mailto:recruitment@theconciergeclub.ca) with the job code "**AAC-EVENTS**" in the subject line. Please note only selected qualified candidates will be contacted for an in-person interview.