



JOB TITLE: Events Coordinator
DEPARTMENT: Marketing Communications, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Senior Director, Marketing Communications
LOCATION: Toronto, ON

JOB STATEMENT:

The Marketing Communications team is responsible for marketing related activities such as corporate branding and communications for Guardian Capital and its subsidiaries and affiliates. The team offers marketing solutions that assist in branding, positioning, communication and promotion of the company. Reporting to the Senior Director, Marketing Communications, the Events Coordinator is responsible for the management and implementation of corporate events from inception through to completion. The successful candidate will oversee the event process with the development, communication and implementation of corporate-led programs that support the business strategy to grow revenue and client satisfaction as well as helping to enhance the company’s overall reputation in the marketplace.

ESSENTIAL FUNCTIONS:

- Planning and executing corporate events in partnership with internal stakeholders;
- Executing 25+ events and webcasts per year as required across the company;
- Collaborating and working with business leaders to identify event requirements and establish objectives;
- Researching and developing program proposals, providing analysis, recommendations and cost estimates;
- Being accountable for budget management (zero-based and historical), reconciliation and event sponsorships;
- Providing detailed event and process management, setting and developing timelines, project management task lists and specified requirements;
- Implementing programs and performing onsite management, including venue management, travel coordination, execution of AV, banquets, production coordination and all associated event logistics;
- Managing event sponsorship, presentation coordination and agenda development;
- Providing post event analysis, reconciliation, budget reports and evaluations to ensure objectives are achieved;
- Partnering with the Communications Specialist to leverage external vendors, and to develop communications and collateral to support the event; and
- Managing external vendors as required to execute events and initiatives within scope and with consistency.

QUALIFICATIONS:

- Post-secondary education
- Minimum 3 years of experience in corporate events, preferably in the financial industry
- Strong background in program management and execution
- Working experience with budgeting, contracting and negotiating
- Ability to manage, prioritize, deliver and execute multiple tasks, projects and assignments effectively
- Strong organizational skills with the ability to prioritize, balance conflicting tasks and manage stakeholders
- Flexibility is essential including the willingness and ability to work within a team or autonomously
- Ability to work in both the Toronto and Markham offices, as needed
- Travel is required for this position
- Proficient in MS Office products

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.