

Position: Registration and Housing Coordinator (Montréal)
Department: Operations

COMPANY SUMMARY

You like to be challenged; JPdL is the place for you. For a quarter of a century, JPdL has been coordinating thousands of events, for international, national or regional clients, and developing captivating programs for groups from 50 to 15,000 participants. Our meticulous organization and reliable logistical support guarantee our clients a flawless program and peace of mind. We have a great staff of professionals and our teamwork is unmatched. Join us and enjoy a fulfilling job.

REPORTING RELATIONSHIP

- The Registration and Housing Coordinator works under the supervision of a project Manager. He/she reports directly to the Director of Operations and works as part of the Registration Unit.

Registrations:

- Participation in the implementation of the registration system
- Managing the relationship with our database provider when applicable
- Once the system is online, coordination of registration and housing projects
- Set-up of the Conference Secretariat
- Coordination of information needs for the Secretariat team
- Tasks assignment within the Registration unit
- Ongoing monitoring and recommendations for optimizing the registration system and regular contact with the database provider
- Production of reports for project manager and customers
- Management of accounting procedures and with the accounting department
- Regular contact with the Project Managers
- Sourcing of sub-contracts for various registration-related needs (computer rental, mass-mailing by post or email, badge material, etc.)
- Establish registration procedures during the event

Housing:

- Determination of housing reservation procedures
- Room block management
- Management of hotel contracts with the project managers
- Production of reports for the hotels, the project manager and clients
- Contact with hotels, transmission of required reports

On-site:

- In charge of logistics for the registration area
- Coordination and set-up of equipment
- Coordination of onsite-staff training, in consultation with the project manager
- Staff and material resources coordination

Post:

- Production of final report for registration and housing mandates
- Follow-up on accounting and project wrap-up

SKILLS AND EXPERIENCE**Project Management**

- 2-5 years experience in the conferences, conventions and exhibits industry or a related industry
- Experience coordinating registration projects with over 100 attendees
- Experience in customer service

Leadership/Interpersonal Skills

- Takes initiative and has an attention to detail
- Demonstrates strong interpersonal skills including communications (verbal/written), showing a collaborative, positive and confident outlook
- Ability to work in a team
- Flexibility is required in this position to assume tasks as they arise in any area of the organization
- Excellent customer care

Computer/Technology Skills

- Experience in database management and data manipulation
- Strong computer knowledge
- **Knowledge in EventsPro Software (or similar software) is a major asset.**

Other

- Bilingualism (French and English) is essential. Any other language is an asset

Note: *We are located in downtown Montréal with direct access to the Metro.*

If you believe you have what it takes to be part of the JPdL team, please send your resume and cover letter to rh.hr@jpdL.com, with subject line: "Registration and Housing Coordinator".

Note: *Deadline for sending your resume is: January 8, 2010*

We thank all candidates for their interest, however, only those selected for an interview will be contacted.