

CONFERENCE ASSISTANT JOB DESCRIPTION



MISSION

November 2017

The mission of the Conference Assistant (CA) is to assist the Project Managers and Conference Coordinators in the organization of conferences and other projects.

This is an entry level position in the exciting field of conference organization. You will assist project teams in managing speakers, promotions, facilities, registrations, sponsors, committees and other aspects of the conferences that BUKSA organizes. Logistical details and administrative support will be your primary responsibility.

The Conference Assistant has excellent communication and interpersonal skills, is highly professional and aligned with BUKSA's core values, enjoys working in teams and thrives in a fast-paced environment. This position is based in Edmonton, with travel required.

The Conference Assistant reports to the Director of Operations.

ACCOUNTABILITIES

Effective and professional communication, both verbal and written, at all times	Make travel and accommodation arrangements
Prepare correspondence and liaise suppliers, speakers, exhibitors and sponsors	Maintain project filing systems and databases
Schedule appointments, meetings, and teleconferences and prepare meeting packages	Answer phones and respond to telephone and email inquiries
Assist with facility selection and coordination	Respond to registration enquiries
Prepare marketing materials, coordinate distribution	Prepare correspondence, draft documents, mail merges
Assist with speaker follow-up, conduct logistic follow-up (travel, required information and materials).	Assist on-site in the execution of conferences
Collate and distribute participant evaluations.	Prepare delegate packages
	Other duties as required

CONFERENCE ASSISTANT JOB DESCRIPTION



KEY COMPETENCIES

Communication, Written & Oral	Organization/Planning	Attention to Detail	Self-awareness
Stress Management	Initiative	Integrity	Team Player
Adaptability and Flexibility	Accuracy		

OTHER REQUIREMENTS

- Undergraduate degree or two-year diploma from accredited institution
- Experience with Microsoft Office (Word, Access, Outlook, PowerPoint and Excel) and databases
- Some travel required; evening and weekend work from time to time
- Driver's license and own vehicle required
- French speaking and writing abilities an asset
- Ability to actively and consistently represent the values and goals of the company

Compensation: Commensurate with experience

Benefits: Healthcare spending account allowance

APPLICATIONS

To apply, complete the **Career History Form** on the BUKSA website (www.buksa.com/Careers), and email it along with a cover letter and resume to careers@buksa.com by **November 17, 2017**.

Applications submitted without the **Career History Form** will not be considered.

We look forward to hearing from you!