



Conference Registration Coordinator

Job Description

May 2019

Mission:

The CRC uses creativity and technology to make it easy for people to find, register and attend events. You are tech savvy, enjoy engaging with clients and identifying solutions, interested in digital media, enjoy working in teams, have the drive to explore new systems and methods, enjoy conference planning, and thrive in a fast-paced environment.

You will design and build registration forms, coordinate event registration, VIP accommodation, abstract management, onsite registration, membership management, website building, onsite equipment inventory and the integration of event apps.

This position is based in Edmonton with travel required.

Accountabilities

Work directly with clients, identifying required technical outcomes, applying creativity and defining solutions.

Coordinate registration, abstract, membership processes. Liaise with Project Teams and clients to ensure timelines are met.

Maintain databases and identify creative methods for managing information and designing reports.

Provide Digital Media Support including building and updating websites, preparing and managing event app content.

Effective and professional communication, both verbal and written, at all times.

Assist with training staff on registration platforms and event apps.

Troubleshoot issues and areas for improvement with online registration system.

Develop and maintain template and procedure documents for registration, abstracts and association membership management.

Attend conferences and lead the registration desk activities.

Housing Bureau activities involving monitoring hotel contracts, updating hotel rooming lists, making reservations, and communicating with delegates and hotels.

Other duties as may be assigned.



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Key Competencies

Adaptability	Accuracy	Critical Thinking	Customer Service
Judgement/Decision Making	Initiative	Self-awareness	Teamwork

Other Requirements

- 1-2 years of related experience
- College diploma or equivalent
- Travel required
- Evening and weekend work from time to time
- Experience with Microsoft Office and databases
- Experience building websites and managing social media
- Superior data entry and organizational abilities
- Experience with Registration software, Squarespace, WordPress, Wix, Canva, Advanced Excel, Access, etc. is considered an asset
- Driver’s license required
- Ability to actively and consistently represent the values and goals of the company
- French speaking and writing abilities an asset

Applications

To apply, complete the career history form on the BUKSA website (www.buksa.com), and email it along with a cover letter to info@buksa.com. We look forward to hearing from you!