

Part Time Event & Administrative Assistant (Maternity Leave Contract)

Spark Event Management (Spark) is seeking a part time event & administrative assistant to join our team for 10-12 months on a maternity leave contract in Calgary, AB.

This is a part time position that would start immediately. We ask that candidates be available for 20-25 hours per week starting in September. Hours are flexible and schedule arrangements are

The ideal candidate for this position will be a highly organized, professional and self-motivated individual who will thrive in a flexible, self-directed work environment. This individual will support the Spark team with event and administrative duties. The successful candidate will be an individual who is able to manage multiple tasks and tight timelines, is passionate about the events industry, is professional and friendly and, is able to work both independently and as part of team.

Projects will vary significantly and you will be asked to support the Spark team with administrative event duties, coordinating event details and being on-site to assist with delivery of events. You will also be asked to directly support the President of Spark as an assistant.

As you will be joining a growing, dynamic firm, the successful candidate will need to be able to manage multiple tasks and deadlines and thrive in a self-directed environment. We are seeking someone that is extremely detail oriented, who can work virtually with a team, but more importantly, is able to work independently with minimal guidance.

Duties of the position include:

- Oversee all aspects of office coordination + management
- Perform general clerical duties including shipping, copying, faxing, mailing + filing
- Provide administrative support to management + other staff as required
- Assist with searching for venues + vendors for events
- Responsible for maintaining client event lists + databases
- Creating, preparing and distributing meeting minutes or supporting documents
- Coordinating guest lists + assisting with creating event badges
- Providing registration support, record tracking + administrative registration support
- Provide direct support to the President of the organization as an assistant
- Assist with the execution of events as an on-site staff
- Other administrative duties as required

Experience & qualifications:

- Post-secondary degree or diploma
- General knowledge and interest of the event planning industry
- Exemplary interpersonal and communication skills – both written and verbal
- Able and willing to work flexible hours including weekends and evenings
- Class 5 drivers license and access to a vehicle as travel may be required

Technical qualifications:

- Knowledge of MS Office Suite skills including Word, Excel, Power Point and Outlook
- Experience with any event management or registration tools would be an asset
- Experience with bookkeeping and financial management would be an asset

Benefits:

- Ability to work from home and flexible 20-25 hour work week (hours are negotiable)
- Competitive compensation at \$20.00/hr. (negotiable based on experience)
- Potential extension of the contract to a full-time or permanent position within the firm

To apply, submit your cover letter & resume to info@eventsbyspark.com by August 26, 2016.



About Spark Event Management

www.eventsbyspark.com

Spark is a full service event management firm based in Calgary, Alberta that was created by pairing together our passion for business and events.

We bring a fresh, unique approach to the event management industry. We are not party planners. We are strategic event management partners. We understand that a properly executed event can be leveraged to support an organization's strategic vision, incorporated into a company's marketing plan, or used to build networks and client loyalty.

We approach every project with meticulous attention to detail and obsessive precision. Regardless of size and scope, we treat your event like a business with clear strategic goals, defined milestones, and a comprehensive plan to ensure that your event is delivered on time and on budget. At Spark, we put your organization first. We learn about your business, we focus on your challenges, and we plan events to support your goals. Laser sharp focus, unparalleled professionalism and exceptional service means clients can trust that their event is in capable hands.