

Event and Logistics Coordinator

What is Bridgeable?

We are an award-winning strategic design firm whose mission is to bridge the gap between what organizations know and what they do, delivering shared value to our clients and their customers. We strive to increase our profile as service design leaders in order to have the greatest social impact possible.

We are a multi-disciplinary team — people who, in a different context, might be known as interaction designers, or communication designers, or strategy consultants. But at the end of the day, we are all translators. We translate knowledge into action, insight into strategy, and strategy into tactics.

What are we looking for?

Our team is currently seeking an Event and Logistics Coordinator, who will help us facilitate smooth and effective client workshops and events. You will report into the Office Experience Manager and divide your time between supporting client delivery teams as well as internal events and initiatives.

Designing great experiences is what we do here, and so paying close attention to details permeates everything we deliver. You will liaise with individual project teams to understand the requirements for on-site/off-site events or workshops, coordinate necessary details and deliver status updates of each project to team leads. Some of the tasks involved are:

- Coordinating schedules for multiple stakeholders for both on-site and off-site meetings and co-creation sessions
- Managing inventory of all supplies required for client workshops, co-creation sessions and office events including the coordination of shipping/couriering
- Expanding and maintaining up-to-date list of appropriate locations for off-site bookings
- Creating and maintaining relationships with vendors
- Coordinating event catering for both on-site/ off-site events, accounting for dietary restrictions and project budgets
- Greeting and registering participants for events such as co-creation sessions, learning labs, and organizational events such as our open house
- Assisting Account Project Coordinators with event set-up and take-down
- Ensuring accuracy and compliance on contractual documents with vendors or contractors
- Support staff with travel for conferences/work travel (group bookings when necessary)
- Looking to continuously adapt and improve project reporting and tracking tools
- Ensure adherence to quality expectations for client workshops and events
- Support operations team with events such as student industry day tours, staff meeting preparation, health and wellness initiatives, and companywide events

What are the Key Qualifications?

You have:

- An undergraduate degree or diploma in event management / logistics or relevant field experience
- 2-5 years of experience in event management, including internships
- The ability to see the big picture while managing the little details

You are:

- A Multi-tasker extraordinaire that time-boxes activities for max efficiency
- Accustomed to working in a fast-paced environment with tight deadlines
- Experienced in juggling multiple time-sensitive requests and reporting progress to multiple stakeholders

You love:

- Keeping things in order with your strong attention to detail
- Troubleshooting and solving puzzles involving many stakeholders
- Taking a user-centered approach to problem solving

Why work at Bridgeable?

Great Work Culture:

We understand that you spend a lot of time at work and we invest a lot into making that time enjoyable and energizing. We have created a great space to enable you to comfortably focus your creative energy on your work.

We have built a great team that values initiative, integrity, empathy, adaptability, and transparency, that thrives on working collaboratively to deliver impactful solutions. Our Employee Experience team is dedicated to creating enriching activities, like sound meditation, improv, and summer camp - to relax, invigorate and strengthen the Bridgeable team.

Our entrepreneurial environment gives you freedom to drive your success in this position. As a diverse and growing organization we value your growth and encourage and invest in a variety of personal and professional development opportunities. If you are learning, we are learning!

Great Benefits:

In addition to the opportunity to participate in impactful work with an awesome team, we also offer a competitive compensation package and share our success across the team. Our benefits package will have your health and dental needs covered and we provide all of our employees with an optional gym membership. In addition to coffee and an impressive array of teas, we have a weekly delivery of organic fruit and yogurt to keep you fuelled up!

We are located in the Liberty Village neighbourhood of downtown Toronto, a vibrant centre for professionals in media, tech and design.

If you are as excited about this opportunity as we are, then we look forward to hearing from you! Please apply with a cover letter and resume to: careers@bridgeable.com with the email title: *Event and Logistics Coordinator*.

We thank all applicants for their interest; however, we will only contact those we feel qualify.