

## Position Description: Event Lead

**Are you proactive, results-oriented, with demonstrated communication skills and a passion for learning?** If so, a position at MEDUCOM is right for you!

### What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture, with flexibility that supports work-life balance
- A commitment to mentorship that fosters professional development and career growth
- Empowerment to be a decision-maker, and make a significant impact within a nimble organization

MEDUCOM is a full-service, integrated healthcare communications agency, which conceptualizes and delivers pharmaceutical marketing, medical advertising and healthcare education services. MEDUCOM has established a leadership position in Canada as strategic consultants and communication strategists who excel at delivering quality programs and services valued by leading pharmaceutical companies and physicians across Canada. Within the Client Service team, you will work diligently to uphold the team's core purpose: to foster **trusted relationships** through **strategic** project execution that achieves brand objectives, **elevating clients** and making their lives easier.

### Job Description

As an **Event Lead** at MEDUCOM, you will be an integral part of a multidisciplinary team focused on developing and delivering high quality communications and professional programs. You will be involved in a variety of internal and external tasks and be responsible for the logistical success of our innovative marketing programs and events. In this role, you will be continuously challenged to expand your skills and knowledge, building and sustaining relationships with existing clients and partnering with internal team members and external vendors to seamlessly execute tasks. The successful candidate will be responsible for the coordination of national sales meetings, conferences, advisory board meetings, web broadcasts, video production and CME administration from inception through to completion.

### Primary Accountabilities

- **Showcase MEDUCOM's high standards for quality through exceptional attention to detail and prioritization**
  - Source, negotiate and provide logistical management of venues, hotels, flights, catering, AV, etc.
  - Manage audio-visual and video production suppliers
- **Own trusted healthcare professional/client relationships, maintained with clear, concise and thoughtful communication**
  - Execute physician recruitment and other event related correspondences
  - Build and sustain relationships through coordination with clients, suppliers and team members for event planning
- **Be recognized as the strategic partner in the planning and execution of projects and events**
  - Develop innovative ideas and solutions to improve ongoing processes
  - Provide strategic input on program logistics and execution
- **Deliver first-class service and programs by embodying an adaptable, proactive and growth-oriented attitude**
  - Provide ongoing feedback and support to management team
  - Complete daily administrative tasks as requested
  - Lead on-site live logistical meeting execution (some travel within Canada may be required)

### Essential Skills & Qualifications

- A college diploma or university degree in Business, Hospitality and Tourism or a related discipline
- 1-2 years of work experience in a position directly involved in event planning and execution
- Polished oral and written communication skills that allow you to relate easily to a wide variety of professionals
- Superior time management skills, the ability to prioritize effectively with a strong attention to detail and accuracy
- Ability to problem solve, think on your feet and be analytical in a dynamic, multi-tasking environment
- Uncompromised customer service skills necessary to build and maintain client and vendor relationships
- Superior computer software skills including (but not limited to) Microsoft Word, PowerPoint, Excel

To learn more about MEDUCOM, please visit [www.meducom.ca](http://www.meducom.ca). If you possess the above qualifications, and can demonstrate a proven track record of success, leadership and commitment to excellence, please submit your cover letter and resume to [info@meducom.ca](mailto:info@meducom.ca). *Only those selected for an interview will be contacted.*