

Job Posting: 4376 - Position: Event Assistant Student

Co-op Work Term Posted:	Summer
Application Deadline	02/08 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	01/30 2:10 PM
Job Posting Status:	Approved

Company Information

Organization	Blackberry
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Address Line One	123 Columbia Street
City	West Waterloo
Province / State	Ontario
Postal Code / Zip Code	T1K 3M4
Country	Canada

Job Posting Information

Term Posted	Summer
Job Title	Event Assistant Student
Employer Competition / Job Posting Number	20180219
Duration	4 Months
Job Location	Waterloo, ON
Job Description	

We are BlackBerry, a global mobile communications leader who revolutionized the industry with its introduction in 1999. Today, BlackBerry's products and services, from messaging to enterprise mobility, are relied on by millions of individuals every day to securely and efficiently connect them to the content and people that matter most.

Whether you are a Co-op or a Graduate, we know your first job matters, and a career at BlackBerry can take you anywhere you want to go. At BlackBerry you will find that the pace is fast, the challenge exciting and the rewards are extremely satisfying. If you want to push the boundaries of mobile experience, then we want you to join the BlackBerry team.

POSITION SUMMARY

As a part of the Global Events team you help support the global event program through a variety of events such as trade shows, product launches, press events, Annual General Meetings, internal events, executive meeting programs, custom events in a variety of markets. Our goal is to reinforce BlackBerry as a global leader in secure mobile communications and deliver highly effective customer experiences

and programs in our key markets worldwide.

Reporting to the Senior Manager, Global Events you will be support the team in coordinating all aspects of a variety events in an extremely fast paced environment. The event assistant should have a passion for event management!!

RESPONSIBILITIES

- Support the Marketing Event Managers with complex strategic and tactical event programs including maintenance of critical path, budget updates, and PowerPoint's
- Coordinate implementation of small event programs
- Inventory management and asset request management (ie: graphics, signage or swag in stock)
- Compiling and processing budget items along with assisting in budget maintenance
- Assist lead planner(s) with administrative support, maintenance of critical path, budget updates
- Assist with the overall event master calendar and updating as required
- Updates to process mapping templates Research ROI and benchmarking in the event industry
- Support the Global events distribution lists (DL's) by tracking incoming requests and ensuring they are handled in a timely manner
- Support registration logistics as required
- Supporting event team with adhoc event logistics and requests on a daily basis

Job Requirements

SKILLS AND QUALIFICATIONS

- Currently pursuing post-secondary education in a related field, or equivalent combination of education and experience. (Event Management Certificate optional)
- Superior communication (fluent English written and verbal) skills required
- Strong customer service orientation with a keen sense of urgency and priorities
- Excellent judgment and decision making skills which enable you to juggle several priorities whilst continuing to meet deadlines
- Strong partnership and collaboration skills; able to develop and maintain effective relationships with peers, executives, customers, and other internal and external stakeholders.
- Solid event planning and superior project management skills with the ability to multi-task
- Proficient use of technology including Microsoft Office, Outlook etc. is essential

ADDITIONAL ASSETS

Event management experience

Preferred Academic Level	Undergraduate
All Programs	Yes
Projected Start Date	May 01 12:00 AM
Projected End Date	August 28 12:00 AM

Application Information

Additional Application Information

Apply early as Blackberry will be interviewing as they receive applications.