

BEST JOB OF YOUR LIFE OFFER – EVENT COORDINATOR

Listen up! This is not a job offer. It's much more than that. It's a one-of-a-kind opportunity to: 1) give your life a new sense, 2) be happy every day (except maybe for weekends, holidays, and vacations), and 3) find exactly what you desire. If you think you are our Cinderella, then come and see if the glass slipper fits you. Your feeling like King Arthur and you think you can pull the sword? Come and see us!

The formula is quite simple – a desire to work in the fabulous world of events with on-the-ball people and thrilling professional projects.

Job Description

According to our own hit list, Sénik holds the #1 spot for the most attractive and stimulating business in the industry. We expect nothing less from our dream candidate since the position will come with its fair share of challenges. For the majority, the candidate will be responsible for coordinating more than 50 events within the same recurring annual corporate tour. If you think you will get bored, think again! Your brain will be spinning constantly since it will be very busy tackling an ever-growing *to-do* list.

Selection Process

To begin with, you will have to apply on the position, and we must select your candidature. To top it all off, we will need to call you in for a super unsettling interview. Bring your slippers and do not prepare any cookie-cutter answers. We hope to see a comfortable version of you. We are looking for spontaneity – the real *you*. Don't expect the standard questions because we are far from being traditional.

Responsibilities

- Plan, supervise, and coordinate different steps to produce tour events
- Create and maintain budgets, RFPs, contracts, and logistical documents
- Standardize services offered by Sénik and maximize the usage of internal resources on all tour events
- Communicate regularly with the client and keep a close eye on the action plan and its deadlines
- Keep it simple and ensure the Sénik seal of quality
- Do research for venues, equipment, or all other requested services
- Control the quality of all the products and services from vendors
- Take part in meetings, activities, and events outside of normal office hours
- Participate in team meetings to brainstorm different concepts
- Carry out all of the above-mentioned tasks simultaneously – on top of related tasks

Necessary Requirements and Expertise

We are looking for an outstanding personality in a body that can support so much awesomeness. We are looking for all of your qualities and none of your faults, unless it makes you more entertaining. At the same time, the following points are a must:

- Be very organized in order to organize projects for other organizations
- Superior English proficiency and a decent level of French (75% of communications will be in English)
- Very good ability to adapt (see the end of this document immediately)
- Good management of priorities (By reading this job offer, you are on the right track.)
- Know how to deal with logistical challenges, numbers (budgets) and reports
- Must have a post-secondary diploma that makes you proud
- Appreciate and master Excel and other similar programs – without forgetting the very respectable Outlook
- Must not be allergic to telephone meetings and video conferences
- Once in a while, must be open to working when it's dark outside or on sunny weekends
- Have a valid piece of identification in order to travel by plane once in a while
- Know how to laugh, enjoy life, and participate in happy hour get-togethers – from 3 to 5, 5 to 7 or 6 to late!

The Little Extras that we take into consideration

- You have beautiful slippers for work
- You have a car that is in good working condition and a valid driver's license
- You are not allergic to absurdity or sarcasm and have a tolerance towards debatable sense of humour
- You are able to concentrate even when others are not working and/or partying right beside your desk
- You like garden gnomes

Conditions

- Annual salary included (if you wish to have one) plus paid event hours, performance bonuses, and sales commissions, if applicable
- Full time – all the time
- Start date depends on when we say – all together – “Yes, I do.”

Competitive Benefits:

- Work in the comfort of a big residential house (with a great smelling fireplace) that has been transformed into an office space
- A team of entertaining, competent, entertaining, likeable, entertaining, and energetic human beings
- Free parking or there is a bus stop right on the corner
- Social activities and employee meetings that you have never experienced before
- Free Wi-Fi, pencils, beer & wine, office lighting, coffee, heating and air-conditioning and did we say beer & wine?
- Employer-contributed group insurance and pension plan, and a happy life – all of which belong to you
- Working with us is such a pleasure, even on Mondays

About Us

Sénik is not just another run-of-the-mill events management company. *Not at all!* We are far from being just event organizers. *It's quite clear!* We connect people, brands and their clients, partners, and employees in order to build solid relationships. *It's touching and it's all true!*

We create inspiring experiences because we believe that through inspiration a team can move mountains, land clients, and, ultimately, change the world.

Naturally curious, we get our inspiration from the world around us. *We love the world!* We are always on the lookout for the latest trends and we strive to deliver unique events that are at the height of our clients' expectations and respect their limitations. *We've got shivers all over!*

We ask those who wish to apply on this employment opportunity to send your candidature to Olivier Léger-Leduc (dream.candidate@senik.ca) by February 23, 2020.

To those who do not wish to apply on this job offer, we ask that you send this offer to others within your circle (family, friends, and colleagues) who could be interested in this opportunity. We are a little like Loto-Québec, which gives a percentage of a winning lottery jackpot ticket to the retailer who sold the winning ticket. If your friend gets the position, he could share a part of his salary with you (at his discretion).

Warning: Regular boring CVs make us dizzy. We have a lot of difficulty reading these types of resumes completely.

Only selected candidates will be contacted.

The masculine form is used in this document because we don't like girls! Just kidding! We love everyone! We already warned you about our debatable sense of humour.

* Reference regarding the 3rd point in **Necessary Requirements and Expertise**: Do you realize how well you have just adapted to the situation? Congratulations! Now go back where you left off.