

Job Description

Administrative & Event Support Coordinator

About the opportunity

The Administrative & Event Support Coordinator plays a critical operational role within our growing event management company. Based in Fredericton, New Brunswick, this position provides operational, administrative, and logistical support across multiple projects and accounts.

This role is ideal for a highly organized, detail-oriented professional who thrives behind the scenes, enjoys building systems, and takes pride in ensuring projects run smoothly from start to finish. The successful candidate will support event planning, financial tracking, CRM management, reporting, and on-site coordination.

This is a dynamic position suited for someone who enjoys structure, problem-solving, and contributing meaningfully to the success of a collaborative team.

Responsibilities:

Registration & Attendee Management

- Build and maintain event registration pages
- Generate and analyze registration reports
- Track attendee data, preferences, and communication lists

Budget & Financial Administration

- Create and maintain detailed project budgets
- Track expenses, reconcile costs, and support monthly invoicing processes
- Monitor contracts, deposits, and payment schedules
- Assist with financial reporting and post-project reconciliation

CRM & Data Management

- Maintain accurate and up-to-date CRM records, including leads, proposals, client notes, and status tracking
- Ensure consistency and data integrity across systems and shared platforms
- Support reporting and tracking related to business development and client engagement
- Maintain shared calendars, project management systems, and task tracking tools



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Creative, Branding & Gifting Support

- Source, order, and coordinate gifting items
- Create branded materials using Canva and other design platforms
- Support seasonal gifting and initiatives
- Assemble gifting packages as needed, and coordinate delivery

Administrative & Documentation Support

- Attend internal and external meetings as required
- Take structured meeting notes and track follow-up action items
- Maintain organized digital filing systems and documentation
- Manage shipping and receiving for event materials
- Support general office needs and supply management
- Assist with internal coordination across departments and projects

Event Planning & Logistics Coordination

- Support the development of event concepts, timelines, and planning documents
- Coordinate event accommodation logistics including room blocks, rooming lists, and reporting
- Support vendor sourcing, quoting, contracting, and coordination
- Coordinate shipping, print production, signage, and logistical elements
- Oversee name badge creation, printing, and assembly
- Prepare printed materials, itineraries, and event documentation
- Support on-site event delivery as assigned

Skills and Experience:

- 2–4 years of experience in administrative support, project coordination, or similar role.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- High level of accuracy in data entry and record keeping
- Proactive personality with exceptional attention to detail and follow-through.
- Excellent time management, decision-making, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- Familiarity with project management tools (such as Basecamp and Asana)
- Experience with CRM systems (iDSS, Zoho) considered an asset.
- Experience building registration platforms and generating reports preferred.
- Proficiency in Canva or similar design tools.
- Ability to learn new technologies for event delivery, comfortable learning new software and systems quickly.
- Strong written and verbal communication skills.



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- Experience with financial tracking or budget support experience, or at least general knowledge.
- Self-motivated with ability to work independently and as part of a team.
- Experience with events, hospitality and tourism are considered an asset.
- Valid driver's license and access to a vehicle.
- Flexibility to support occasional evening or weekend event work.
- French language skills considered an asset.

Benefits:

- Competitive salary based on experience.
- Company-provided laptop and essential work tools to support your role and productivity.
- Office space provided in our downtown office.
- Opportunity to work with a dynamic and creative team.
- Professional development and training opportunities.

How to Apply:

We are not requesting resumes and cover letters. Instead, we would like you to take a few minutes to fill out our [job application](#).

We will be accepting applications until **March 20, 2026**.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

Elm City Events is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds to apply.