

Freelance Project Manager

Congress Canada is looking for experienced project managers to join our team, as needed, on a project by project basis. Ideal candidates would have at least 5 years project management experience in the event and conference management industry and be able to contribute to our team with creativity, multi-tasking capabilities, strong people and project management skills, the ability to work independently as well as in a team, as well as a logical and organized approach to completing tasks. A sound knowledge of, and curiosity for, Toronto's event venues, attractions, restaurants and well-kept secrets is essential.

Send resumes and cover letter to Maria Martins, Director of Operations, Congress Canada at mmartins@congresscan.com.

Responsibilities

- Manage (act as team leader) and/or assist others in servicing and execution of projects;
- Provide direction/make key decisions related to project design, location, objectives, negotiations, personnel, financial management, and contingencies;
- Direct client/committee to determine parameters, policies, and procedures for the project;
- Execute a plan that meets the needs and objectives of the client;
- Prospect, negotiate, and select services needed to execute the plan;
- Establish, monitor, and manage the project budget;
- Maintain logistical control of the project;
- Troubleshoot during the conference/event;
- Advise clients on project enhancements;
- Prepare schedules and book suppliers, venues, and staff as needed;
- Ensure company policies and procedures are followed;
- Maintain work quality and workload for assigned projects.