
Specialist, Events Management

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking a **Specialist, Events Management** to join the team.

ROLE DESCRIPTION

The Specialist, Events Management will join the firm's office services team and will be responsible for the continued development, coordination, and implementation of a structured and process-oriented approach for organizing events held by the firm. In close collaboration with key stakeholders and departments, the Specialist, Events Management will be responsible for overseeing all operational aspects of internal and external events.

The ideal candidate is passionate, creative, and detail oriented. They are dedicated to providing superb client service at every turn. This role demands an expert in all aspects of event, meeting, and conference planning, including cost containment, venue scouting, equipment logistics, service, and delivery. This person will also have excellent leadership skills and the ability to meet quality expectations. Lenczner Slaght is looking for someone who can manage the daily details of event planning with big picture thinking to ensure truly unique experiences.

ROLE & RESPONSIBILITIES

Event Management

- Responsible for the operational planning, coordination, and implementation of all internal and external events, including but not limited to firm retreats, social events, anniversary parties, new employee celebrations, welcome dinners, employee appreciation/celebration initiatives, seasonal treats, yearly service acknowledgement ceremonies and other etc.
- Manage the intake of event requests and develop service standards and processes for ensuring key stakeholders are liaised with and updated regularly.
- Manage relationships with external event vendors, while ensuring the right vendors are in place to meet firm needs.
- Provide post-event debrief and analysis report when required.
- Oversee event budget setting and provide real-time spend analysis to key stakeholders.

Catering & Hospitality

- Manage all catering requests for events/meetings for groups of 15+ while coordinating with the firm's Hospitality Clerk and Receptionist when required.
- In collaboration with Receptionist / Hospitality Clerk, responsible for establishing and maintaining relationships with caterers and preferred vendors (including service support) to meet the firm's needs for various catering requests including but not limited to, office lunches, dinners, community events, town halls, and internal or external meetings/events.

- Responsible for ensuring the firm is equipped with the necessary inventory to provide service for events, such as specific beverages, catering and serving dishes and utensils, linens etc.
- May be required to perform set-up and clean-up when required.

Travel Coordination

- Responsible for liaising between the firm and our travel vendor Corporate Traveler, or subcontracted Event consultant for all firm events and maintain accurate travel detail by event
- Point of contact in support of all corporate travels and their support teams to ensure travel requests are being processed properly and our stakeholders are satisfied.
- Retrieve and monitor travel data/metrics for events when required through Finance
- Liaise directly with travel vendor, or subcontracted Event consultant, to arrange travel when event requires it, such as scheduling flights, ground transportation, accommodations, and other event-related tasks.

Other

- Oversee the firm's social committee; assist with facilitating the firm's United Way Campaign and other yearly campaigns and initiatives.
- Organize office set-up during holidays and special occasions.
- Facilitate the process of quarterly budget and spend analysis. Implement a monitoring and tracking process to ensure financials can be reported on quarterly.
- Additional office services duties when requested

EDUCATION & EXPERIENCE

- High school diploma and post-secondary education in event planning, hospitality or equivalent is required.
- Minimum of 5 years' experience working in events in a professional services environment will be considered an asset.

KEY SKILLS & CHARACTERISTICS

- Must have exceptional verbal and written communication skills, be comfortable interacting daily with internal customers from all levels of the firm and external clients and vendors.
- Display strong organizational skills including a project management approach to event coordination and management; knowledge of and experience utilizing project management concepts and documentation will be useful.
- Must be proactive, able to take initiative and anticipate needs, problem solve and respond in a manner which displays creative, forward-thinking, and results-driven nature.
- Display strong attention to detail, ability to multi-task and prioritize.
- Must be able to handle time-sensitive tasks and materials and deal with them accordingly to meet deadlines.
- Must be flexible, adaptable and be opened to accommodating various schedules and deadlines.
- Display an excellent understanding of and ability to demonstrate high customer service standards.
- Demonstrate a friendly and cooperative attitude while maintaining a high level of collaboration.
- Negotiation and budgeting.

- **Tech Savvy** – must have experience and be comfortable operating a computer and should be proficient with programs such as Microsoft Word, Excel, PowerPoint, Outlook and files sharing applications. Must be adaptable and able to learn new programs as they are introduced.

OTHER INFORMATION

- **Reporting Details:** Reports to Senior Manager, Office Services
- **Location:** In Office 5 days per week, the role may require offsite event visits and travel from time to time.
- **Hours of Work:** 8:00 am – 4:00 pm, 9:00 am – 5:00 pm, 10:00 am – 6:00 pm (flexibility due to events of the day)
- **Additional Notes:** Overtime is to be expected from time to time

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Human Resources](#).