

Trade & Investment Coordinator

Purpose and Reporting Structure of the Role

The Trade & Investment Coordinator is a member of the business development team and reports directly to the Director, Business Development, Trade & Investment but will also work responsively with the Executive Vice President, Investment & Trade. This role has the primary responsibility of supporting the Business Development Team with arranging appointments, researching opportunities, developing proposals, presentations, packages, and establishing and maintaining appropriate communications with our regional network, as well as day-to-day administrative activities.

The Investment & Trade Coordinator shall contribute to the continuous improvement of team performance, technical systems, and business processes to further Edmonton Global's mission to grow capital investment in the region.

This job description is intended primarily as an illustration of the type of work to be performed by the person in this position. The omission of specific duties does not exclude them if they are similar, related, or logical assignments in support of Edmonton Global's objectives. Specific responsibilities, qualifications, and requirements of the role are listed below.

Role Responsibilities

- Support the process of event/workshop/mission coordination, including guest management, food and beverage ordering, merchandise ordering, registration, venue planning and preparation, A/V and media, and other related logistics.
- Overseeing the day-to-day administration for Trade and Investment Team, which may include:
 - Meeting coordination and follow-ups
 - Providing direct support to the Executive Vice President and the Senior Director, Business Development of the Trade & Investment team.
 - Preparing Agenda Packages
 - Preparing and providing support for various communications (presentations, reports, briefing notes, meeting notes/ minutes, project pages,)
 - Providing support in the development of templates and other tools to standardize project management practices.
 - Conducting research
 - Preparing and maintaining Distribution Lists
- Support incoming investor visits from around the world. Will include event planning and logistics, budgeting where required, execution and lead/opportunity tracking in the CRM.
- Organizing out of market visits for EG Business Development Team. For example, booking flights, hotels, and rental cars.
- Assist in the development of proposals, presentations/pitch decks, and packages as required by the Business Development Team.

- Respond to requests for information and assistance with respect to programs and opportunities.
- Assist in developing project work plans, project tracking and reporting tools including managing project budgets.

Qualifications

The successful candidate will be an adaptive and dynamic individual comfortable working in a fast-paced organization and embody Edmonton Global's core values: integrity, collaborative, empowered, transformative, and invested.

Education and Experience

- Completion of a post secondary Diploma Program or University Bachelor's degree in public administration, business administration, event management or a related field.
- Minimum of three (3) years experience working on project and event management.

Role Qualifications

- Thorough understanding of administrative duties, and event management processes, methods, and approaches.
- Ability to deliver timely results in a changing environment.
- Excellent organizational skills and attention to detail.
- Strong interpersonal, collaborative, and communication skills.
- Ability to provide exceptional customer service to both internal and external stakeholders while maintaining a high level of professionalism.
- Ability to foster and contribute to a positive, productive work environment.
- Proficiency with computer skills in Microsoft Word, Excel & Power Point in a Windows environment.
- Experience with Salesforce or another customer relationship management system (CRM), an asset.
- Knowledge of Adobe Creative Suite, graphic design, and social media will be considered assets.

Requirements of the Position

- A valid driver's license in good standing

Compensation

Will be competitive and based on skills and experience.

How to Apply?

If you're interested, please send your application to bjensen@edmontonglobal.ca with subject line 'Application: Trade & Investment Coordinator' and include your resume/CV and a cover letter.