Exhibition Coordinator

Global Convention Services

Job ID
50472

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LOCATION	DATE POSTED	EXPIRY DATE
671 Wilson St, Victoria, BC | British Columbia	15-06-2026	12-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 29.50/Hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Overview

Employment Type: Full Time Permanent

Hours per Week: 37.5 to 50

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 2 years to less than 3 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Work setting: Public event, Office building

Benefits

Dental plan

Disability benefits

Health care plan

Paramedical services coverage

Vision care benefits

Group insurance benefits

Life insurance

Pension plan

Free parking available

Travel insurance

How to apply

Email - Careers@globalconvention.ca

By Phone - 506 658 5025

By Mail - 48 Broad St, Saint John, NB, E2L 1Y5

Job Description

Tasks

Administer revenues and expenditures

Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services
Arrange for shipping, receiving and storage
Assist in budget preparation
Co-ordinate and monitor conference and meeting activities and attend to related details
Co-ordinate set-ups, staging, seating, parking, communication systems and other details for special events
Plan and arrange for trade shows and exhibits
Plan schedules, goals and objectives
Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.)
Prepare final financial and other reports
Professionalism in customer service
Provide clients with information
Enter client information in databases
Plan budgets and monitor revenues and expenses
Prepare price quotations
Invoice clients

Area of specialization
Trade fairs and exhibitions

Experience and specialization
Computer and technology knowledge
Database software
MS Excel
MS Outlook
MS Word
Oracle

Work conditions and physical capabilities
Attention to detail
Work under pressure
Tight deadlines
Fast-paced environment

Personal suitability
Accurate
Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Initiative
Organized
Team player
Time management

Resourcefulness

Ability to multitask

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