

## EVENT PLANNER

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

### POSITION OVERVIEW

Reporting to the Manager, Events, the Event Planner organizes and executes large and small scale events for the Firm and Torys' clients.

### KEY ACCOUNTABILITIES

- Plan and execute client and firm events across all offices. Coordinate all aspects of event delivery (i.e. venues, food, alcohol, equipment, set up, communications, guest reception, programs, travel, etc.) to ensure execution exceeds stakeholder expectations.
- Source, recommend and engage venues and vendors; Act as the liaison to communicate business requirements and oversee the delivery of solutions.
- Manage event logistics including establishing event schedule, building client lists, creating and distributing invitations and tracking RSVPs.
- Monitor, track and maintain detailed costing and expenditure for all events and review anomalies or significant variances with the Manager, Events.
- Provide post event recaps, budget analysis and participant feedback and make recommendations for improvements.
- Keep abreast of new trends, spaces, destinations and restaurants and make recommendations to the Manager, Events.
- Work closely with the Marketing & Business Development team and various stakeholders across the firm to ensure best in class service standards are met for all events.
- Participate in various department projects and initiatives as required.

### ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in a related field (e.g. business administration, marketing) or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 3 years' experience planning events in a professional services environment.
- Strong working knowledge of MS Office Suite, including Word, Excel, Outlook & PowerPoint. Familiarity with Photoshop and HTML is an asset.
- Experience working with a CRM database (InterAction preferred) is an asset.
- Experience with built-in and portable communication and presentation equipment is an asset.
- Knowledge of trending tastes in food, beverage and entertainment and the government regulations and requirements regarding the serving and licensing of alcohol.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time
- Excellent communication skills (written and oral); ability to interact effectively with individuals at all levels within the organization with tact and diplomacy.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment; Ability to develop and maintain positive relationships.

- Ability to plan, organize, schedule and deliver within tight deadlines in a high pressure environment.
- Sound judgment including the ability to deal with confidential information with utmost discretion.
- Flexible to work evenings and weekends as needed, occasional travel may be necessary.

## **HOW TO APPLY:**

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto:firmadminrecruiting@torys.com))

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted

*At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Malinda Dunfield](#), Manager, Human Resources.*