



## **Bilingual Project Coordinator**

Imagehouse Limited, a member of the Intertask Group of Companies, is a creative design and production company that has more than 30 years of experience in publication project management, graphic design, print production and Web development. Established in the late 1970s, we have become specialists in providing design solutions to the conference, exhibition, and tourism industries. We also provide these services to professional associations.

We currently have an opening for a Project Coordinator with strong administrative skills, an aptitude for working in a computerized environment and the ability to meet and manage deadlines for multiple projects.

The three main areas of responsibility include:

### **Administration**

- Proofreading
- First point of contact for clients
- General office duties
- Coordinating the production process of design projects

### **Association Support**

- Monitor and respond to e-mail and telephone inquiries
- Maintain Web sites
- Support registration of association annual meeting or conference

### **Conference Registration**

- Assist with registration and housing requirements
- Travel to conference location to be a member of the registration team
- Respond to delegate inquiries; learn our online registration system

We work in a fast-paced, deadline-oriented environment in which priorities are constantly changing. We demand creativity, patience and professionalism from everyone on our team. We enjoy our work, and we are proud of the resulting outcomes.

If you are bilingual, possess an eye for detail, have excellent writing, grammar, and above-average computer skills – then, we would like to hear from you!

Please forward your résumé and covering letter explaining why you feel you would be a good fit with our team, and salary expectations, to:

[info@imagehouselimited.com](mailto:info@imagehouselimited.com)

No phone calls or e-mails please. Only shortlisted applicants will be contacted.  
You may visit our Web site to review the full Job Overview – [www.imagehouselimited.com](http://www.imagehouselimited.com)

### **Project Coordinator – Job Overview**

#### **Administration (40%)**

- First point of contact for clients
- Proofread text submitted by clients (as necessary)
- Act as liaison with internal and external clients
- Proofread initial work from designer before it goes to the clients; review edits completed by designer
- Oversee production process – making sure text arrives as per the schedule, first drafts, etc.
- Follow-up with publication contributors as required
- Indexing and formatting of text used for proposals
- Keep an inventory of corporate résumés and project overviews
- Update résumés and project overviews as projects are finished
- Verify and distribute e-mails received in corporate email accounts
- Office duties include: ordering of office supplies; overseeing corporate service/maintenance agreements; answering phones; sending/receiving couriers; receiving and sorting mail and processing mail at the end of the day and delivering it to a mailbox
- Answer general computer questions from staff regarding MS Office issues

#### **Association Support (30%)**

- Day-to-day coordination of an association – answer e-mail and telephone enquiries
- Update web site
- Prepare call for papers
- Prepare preliminary program for conference
- Prepare final program for conference
- Coordinate conference registration – answer delegate inquiries, provide regular reports
- Coordinate student job fair and travel assistance grants
- Oversee application/submission process for student fellowship program. Includes preparing announcements, receiving and organizing applications, preparation of files for review by judges

#### **Conference Registration (30%)**

- Coordinator registration – responding to telephone and email inquiries
- Become familiar with the back office of our in-house online registration system
- Be onsite at conferences as a registration coordinator
- Assist with housing bureau functions
- Help with edits/updates to new and existing sites
- Proofreading/testing

### **Requirements**

- Ability to attain Level 1 Confidential security clearance with the federal government
- Bilingual (English and French) – written, spoken and reading comprehension
- Superior attention to detail, time management and organization
- Above average writing and grammar skills
- Aptitude for learning new software
- At ease providing customer service, answering questions by telephone and e-mail
- Available for travel to conference sites outside Ottawa; overtime when required (infrequent)
- Intimate knowledge of Microsoft Office – Word, Excel, PowerPoint, Outlook (Access is an asset) and FileMaker Pro
- Experience working with databases; understanding their functionality
- Familiarity with working in a client/service provider relationship