



Workshop Coordinator

Department: Education

Reports To: Education Manager

Location: Montreal, QC

Job Type: Full-time

Pay Scale: \$45 000 - \$55 000

DESCRIPTION

Under the responsibility of the Education Manager, the Workshop Coordinator is an integral member of the Schluter®-Systems Education Team. S/he is primarily responsible for the overall coordination of workshops and other training events.

COMPETENCIES

- Possess excellent communication and organizational skills
- Be fluently bilingual in both English / French (spoken & written)
- Be proficient using Windows and Microsoft Office tools such as Excel and Word
- Be capable of taking ownership and adept at problem solving
- Be comfortable working in a fast-paced environment and multi-tasking
- Be comfortable working in both a team environment and unsupervised
- Be able to represent Schluter®-Systems in a professional, positive and enthusiastic manner
- Possess a valid passport as this position requires occasional travel to the U.S.
- Knowledge of Infor and Maximizer CRM tools will be considered an asset



RESPONSIBILITIES

- Schedules training events
- Liaises with hotel sales representatives and reviews hotel contracts
- Registers attendees for training events
- Maintains the Schluter events website with the latest workshop information
- Ensures attendee meal and accommodation requirements are met
- Performs attendee callbacks
- Assists staff with special requests
- Prints and distributes workshop documents
- Researches, coordinates and documents attendee information in CRM software
- Sends follow-up correspondence to workshop attendees (thank you letters, completion certificates, etc.)
- Places workshop material orders using inventory management software (Infor)
- Reconciles event invoices
- Completes special projects as directed by management.

BENEFITS

- Generous PTO policy
- Health & Dental Insurance
- Pension Contribution
- Bi-annual Bonus Structure
- Wellness Program
- Career Growth & Development Opportunities
- Hybrid Work Schedule



ABOUT SCHLUTER-SYSTEMS CANADA

Schluter®-Systems is a family-owned and internationally renowned company that has been rapidly growing over the last 10 years. The Schluter brand is backed by a team of people working together to create a line of innovative products that provide solutions to the tile industry. We're looking to build our team with individuals who like to think BIG and want to be part of what makes our products-- extraordinary. We are a company that treats its employees, suppliers, and customers as long-term partners. Where success is built on a win-win philosophy, and everyone should benefit.

"Profit is not the goal of the business. Profit is the consequence of a job well done,"

-Werner Schluter, Founder.

Are you interested in a truly unique and special company? Hear from our employees on what it means to be part of the Schluter family: <http://www.schluter.com/careers>. Then if you're ready to see life in Orange, talk to us about this career opportunity at Schluter®-Systems.

At Schluter Systems, we are dedicated to creating an inclusive environment that celebrates diverse perspectives and ensures all individuals are valued and supported, without discrimination based on race, religion, color, national origin, age, sex, gender, disability, genetic information, or any other characteristic protected by law.

This pay range reflects the base hourly rate or annual salary for positions in this job grade, with the final offer depending on factors like experience, education, location, and other relevant considerations. Additionally, this role qualifies for extra benefits beyond the base pay range mentioned.

