



## LOGISTICS COORDINATOR JOB DESCRIPTION

### HR NOW CONFERENCE

HR NOW is a half day conference hosted by SFU HRSA where students gain insights on various functional areas within the Human Resources Management industry. Students have the opportunity to interact with industry professionals and like-minded peers through a series of keynote speakers, networking sessions, and workshops.

### POSITION OVERVIEW

Polish your organizational and strategic planning skills as the Logistics Coordinator! The Logistics Coordinator is responsible for ensuring the event schedule is executed in an ideal manner, hiring and coordinating volunteers for the day of the conference, and fulfilling administrative policies and procedures of the Simon Fraser Student Society (SFSS). The Logistic Coordinator reports to the HR NOW Project Manager, works closely with the External Relations Manager to align speaker topics with workshop themes, and collaborates with the Marketing Coordinator to develop the itinerary and programme. Your term for the HR NOW 2015 Organizing Committee will be from July 28, 2015 to November 28, 2015.

### MAIN RESPONSIBILITIES

- Develop the event plan logistics and timeline for coordinating among the organizing committee to ensure all deadlines are met for the HR NOW Conference 2015
- Record meeting minutes and deadlines to keep the organizing committee on schedule with the planning and execution of HR NOW
- Book the appropriate venues, A/V equipment, and catering services
- Develop the itinerary and programme content for the Marketing Coordinator to design
- Compile information and name tags for all attendees
- Hire and coordinate volunteers who will be helping with promotions before and on the day of the conference
- Promote HR NOW through classroom visits, information booths, and social media
- Regularly attend organizing committee meetings

### QUALIFICATIONS

- Good understanding of SFU HRSA's vision and mission
- Strong interpersonal communication skills
- Ability to work cooperatively in a team
- Strong time management, organization, and analytical skills
- Ability to adapt, multitask, and problem-solve
- Detail-oriented and approachable
- Previous experience in event planning or "Planning it Right" is an asset

