



PROFILE OF INNOVATION

Job Description

Title: Workshop Coordinator

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Position Description:

The Schluter®-Systems Education Team stages training events throughout North America. Events combine classroom theory, live demonstration, and hands-on experience to educate attendees on Schluter's line of products and the applications they're intended for.

The Workshop Coordinator is an integral member of the Schluter®-Systems Education Team. S/he is primarily responsible for the overall coordination of the Canadian training events.

Primary Responsibilities:

- Scheduling training events
- Liaising with hotel sales representatives and reviewing hotel contracts
- Registering attendees for training events
- Updating and mailing promotional flyers
- Updating the Schluter events website
- Ensuring attendee meal and accommodation requirements are met
- Performing attendee callbacks
- Assisting staff with special requests
- Printing and distributing workshop documents
- Researching, coordinating and documenting attendee information in CRM software
- Sending follow-up correspondence to workshop attendees (thank you letters, completion certificates, etc.)
- Placing material orders using inventory management software (Infor)
- Reconciling hotel bills
- Completing special projects as directed by management.

Required skills/abilities:

The successful candidate must:

- 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





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About Schluter Systems,

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.

