

Position Specification

# **Global Risk Institute in Financial Services**

**Event and Office Coordinator**

June 2022

## POSITION SPECIFICATION

|                               |  |
|-------------------------------|--|
| <b>Position</b>               | Event and Office Coordinator   |
| <b>Company</b>                | Global Risk Institute in Financial Services                                    |
| <b>Location</b>               | 55 University Avenue, Suite 1801<br>Toronto, Ontario M5J 2H7                   |
| <b>Reporting Relationship</b> | Chief Operating Officer  |
| <b>For more information</b>   | <a href="mailto:info@globalriskinstitute.org">info@globalriskinstitute.org</a> |

### COMPANY BACKGROUND / CULTURE

The Global Risk Institute (GRI) is a premier organization that defines thought leadership in risk management for the financial industry. GRI brings together leaders from industry, academia, and government to draw actionable insights on risks globally.

The organization was founded in 2010 as a result of efforts by the financial industry and the federal government to build capacity to manage and prevent risks within Canada's financial institutions and to build a global profile for the industry.

Through engagement activities with its member institutions, GRI builds integrated risk management capacity for private and public sector professionals. It also acts as a hub, stimulating evidence-based debate among regulators, practitioners and academics engaged in risk. GRI's objectives are to:

- Build risk management capacity in the financial services industry
- Leverage our convening capability to foster effective conversations among the public and private financial sectors
- Deepen and broaden our collective understanding of financial industry risks through research, education, and events
- Continue to expand our financial industry membership reach and engagement, while building our brand in risk management

GRI has become the leading forum for ideas, engagement and emerging trends in risk management in the financial services sector and is well positioned for the future. Through ongoing growth in its partnerships, membership and programming, GRI continues to build strong connections, provide critical research, education and events for risk leaders globally.

## KEY RESPONSIBILITIES

The GRI Event and Office Coordinator's primary responsibility is to support all administrative support tasks related to GRI events, executives and office coordination.

The Event and Office Coordinator will work from the GRI office located in downtown Toronto.

### Specific responsibilities include:

#### Administrative support for the GRI Office and Executives

- Coordinate and order supplies for the office
- Key contact for, and liaison with, building management for maintenance and repairs, office access, parking and cleaning needs
- Schedule and manage maintenance for all office technology and equipment
- Assist in preparing office expense reports and invoices
- Support administrative functions for Executive leaders including calendar management, travel, expenses and other duties, as required
- Take and transcribe meeting notes and minutes and manage action items, as required

#### Support for GRI IT's Environment

- Maintain desk and room booking systems/software
- Support the maintenance of the GRI shared drives
- Support the maintenance of the GRI standard operating procedures (SOPs)
- Deskside support for Microsoft Office Products (Teams, Word, PowerPoint, Excel)
- Co-ordinate and support technology for events and meetings, including Teams and Webex platforms
- Support other IT platforms, as needed

#### GRI Events and Education

- Assist Event and Education Managers in coordinating all meetings and events
- Prepare support materials for programs and events, as required
- Assist in coordinating logistics for all GRI events, including managing registration, onsite venue support, placing catering orders and ordering event/program supplies, as required
- Coordinate travel for speakers, as required

#### Board and Committee Support

- Backup for Board Vantage Board Portal

## PROFESSIONAL EXPERIENCE/QUALIFICATIONS

### Technical Skills

- Advanced competency computer skills, including the use of Microsoft Office (Excel, Word and PowerPoint)
- Event platform experience in Teams and/or Webex an asset

### Interpersonal Skills

- Demonstrated maturity combined with a polished, professional manner
- Strong organizational skills, including recommendations for and managing electronic filings, coordinating meetings and tracking progress against project or event plans
- Strong and proactive multitasker, with the ability to quickly adapt in fast-paced working environment
- Demonstrated ability to listen, identify key messages and ask questions to ensure instructions are understood and completed as expected
- Strong demonstration of teamwork
- Excellent problem-solving skills
- Well-developed customer/client interaction skills

## EXPERIENCE

Previous senior administrative experience

## COMPENSATION

A competitive compensation package.

## TO APPLY

Please provide a short cover letter telling us why you're a great fit for the organization and this role. Include your resume and submit the package to:

SukYee Ang  
Director, Finance  
[sang@globalriskinstitute.org](mailto:sang@globalriskinstitute.org)

***Please note that only candidates selected for an interview will be contacted***