

## Position Opening: Event Coordinator



**Job Title:** Event Coordinator

**Job Type:** Full-Time Permanent Employment

**Start Date:** Immediate

**Job Location:** Pointe-Claire (Montreal), Quebec

Are you looking for a new challenge in a fast-growing, dynamic high-tech company?

**It's time to make a move!**

VuWall is a leader in video wall control systems, providing solutions for seamless visual collaboration in control rooms, security operations, and corporate environments. With customers in more than 50 countries, we have deployed over 5,000 projects in many Fortune 500 organizations, government agencies, utility, transportation, and security organizations, including the U.S. Department of Transportation, NASA, the Canadian Space Agency, European Commission, Sydney Rail, Porsche, Daimler, L'Oréal, SNCF, FIFA, and throughout federal, state and local government sectors.

### JOB DESCRIPTION

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We are seeking a dynamic and detail-oriented Event Coordinator to lead the planning, coordination, and execution of trade shows and corporate events across North America for both VuWall and its sister company G&D North America. This is a hands-on role for someone who thrives in fast-paced environments, excels at multitasking, brings creativity and precision to every detail of event planning, and enjoys traveling. You'll collaborate closely with cross-functional teams, vendors, and external partners to deliver seamless, impactful brand experiences.

### MAIN RESPONSIBILITIES

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- **Plan, coordinate, and execute** all North American trade shows, conferences, and events for VuWall and G&D.
- **Manage end-to-end logistics** including booth design and production, shipping, event registration, accommodation, and on-site coordination.
- Coordinate with external vendors, venues, and contractors to ensure timely and quality delivery of event services.
- **Develop and manage timelines, budgets, and post-event reports** including ROI analysis and lead generation tracking.
- Manage branded swag, promotional materials, and demo equipment preparation.
- Provide **on-site support** during events and ensure smooth setup and teardown.
- Maintain a **calendar of upcoming events** and proactively manage deadlines.
- Manage the entire event lifecycle from ensuring event announcements, invitations, and follow ups are handled by the right teams.
- Ensure branding and messaging consistency across all event touchpoints.

## QUALIFICATION REQUIREMENTS

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- 3+ years of experience in event coordination in B2B tech or AV/IT/Security industry.
- Proven success managing trade shows and conferences in North America including the Las Vegas Convention Center and the Orange County Convention Center in Orlando.
- Exceptional project management and organizational skills.
- Strong attention to detail and ability to manage multiple events simultaneously.
- Excellent communication and interpersonal skills.
- Experience working with booth vendors, exhibit designers, suppliers of promotional materials, printers, and logistics providers.
- Ability to work both independently and as part of a team.
- Eager to travel throughout North America 5-6 times per year.
- Proficient with Microsoft Office and event/project management tools (e.g., Asana, Monday.com, or similar)

## THE VUWALL EXPERIENCE

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- Competitive salary with comprehensive health, dental, and RRSP plan
- Mentorship and professional development opportunities
- Growing company with state-of-the-art technology
- Collaborative and dynamic work environment
- Exceptional company culture
- Free parking, coffee, and snacks
- Flexible hybrid work environment

### TO APPLY

Click here to email your CV to  
[careers@vuwall.com](mailto:careers@vuwall.com)