



## CAREER OPPORTUNITY

At Wynford, we are passionate about the work we do, and the clients that we partner with. When you join Wynford, you will be working side by side with an outstanding and talented group of people. Our creative work environment fosters collaboration, open communication, and community involvement. And for over 25 years we have been committed to being a supportive and flexible place for our employees to grow professionally while having fun along the way!

Interested in joining our team? We are excited about the following career opportunity:

***Are you an experienced and knowledgeable program manager and product buyer with at least 3 years in leading program teams in the planning and execution of successful programs?***

***Do you take pride in finding the 'wow' factor in creating unique and innovative meetings and incentive programs?***

### **Bilingual (French/English) Program Manager (Contract and Full-time Opportunities)**

We have opportunities for experienced Program Managers to join our team. Ideal candidates must possess a strong leadership capability to lead a cross-functional program team and inspire the planning and execution of superior events, meetings and conferences. Successful candidates will have a minimum 3 years of full cycle industry experience (incentive travel program experience within a third party supplier environment would be a strong asset). Positions report to the Manager, Conference Management.

#### **RESPONSIBILITIES:**

- Act as program lead for all details related to the execution of a program (incentive trip, meeting or conference)
- Support the planning team as a product buyer as required
- Ensure that program teams meet deadlines and that deliverables are on budget and aligned with client expectations
- Work closely with the Sales Director to support the client relationships both during the execution stage and at the onsite event
- Act as a consulting resource to both the client and the internal team on elements of the program

- Ensure the successful communication to all relevant parties of program expectations, deliverables, and deadlines including follow up
- Support the timely creation of all relevant documentation for the execution of the program

#### **SKILLS:**

- Fluent in French/English (Verbal and Written)
- Minimum of 3 years of full cycle experience in operating and planning incentive programs, conferences or meetings of varying scope and geographical location and complexity
- Demonstrated ability to lead, inspire and mentor
- Exceptional communication abilities (verbal, written and listening skills)
- Exceptional interpersonal skills; effectively can handle situations of conflict with tact and diplomacy
- Ability to build strong working relationships quickly, and maintain them
- Excellent time management and program management skills
- Exceptional attention to detail
- Ability to prioritize and manage multiple tasks simultaneously
- Well-versed in best-practices in conference management within a third party supplier environment
- Strong understanding of the client experience and program design
- Strong analytical skills
- Strong negotiating skills

#### **ATTRIBUTES:**

- Self-motivated, highly energetic with a strong drive to achieve results
- Passionate about program management
- Enthusiastic about incentive travel solutions
- Believes in going 'the extra mile' for an internal or external client
- Positive, resourceful and solutions-oriented
- Maintains professionalism under pressure
- Demonstrates ownership and initiative
- Balances urgent priorities with the need to respect and support the needs of others
- Collaborative team player
- Availability and ability to travel

**If you are interested in this opportunity, please forward a cover letter and resume to [jobs@wynfordtwg.com](mailto:jobs@wynfordtwg.com). \*\* Please indicate Bilingual (French/English) Program Manager, Wynford in the subject Wynford in the subject line of your email.\*\***

Wynford welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

While we thank all qualified individuals for their interest, only those applicants who are invited in for an interview will be contacted directly.