

Job Description: Executive Assistant for Logistics

The John Molson MBA International Case Competition (ICC) is a prestigious not-for-profit annual event organized by a group of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. It is recognized as the largest and one of the most respected business case competitions globally. This competition invites graduate business students from universities around the world to compete in a week-long event, which usually takes place in January. This an experiential learning course awarding 3 credits to JMSB MBA students.

Overall Purpose:

The Executive Assistant Logistics (EA) plays a key role in ensuring the event runs smoothly. This person is in charge of planning and overseeing all the logistical details, from scheduling to coordinating with the hotel and managing resources. They act as the main contact for solving any issues that come up and work closely with the Organizing Team to make sure everything goes as planned. The EA Logistics must regularly present progress reports with the rest of the Organizing Team and the Board of Directors at Board Meetings. The presentations are prepared with extensive coaching and input from the Academic Advisor. The Academic Advisor acts as a bridge between the Board and the Team which is made up of 5 Organizers and 4 Executive Assistants who are selected from the MBA program and are approved by the Academic Advisor.

Reporting Relationship:

The EA Logistics reports to the Board of Directors, the logistics sub-committee, and is guided and coached by the Academic Advisor. The EA Logistics works closely with the Organizer – Budget, Hotel, IT, and Logistics.

Major Responsibilities:

- Coordinate event planning and execution, including detailed schedules to ensure seamless competition flow.
- Act as the primary liaison for operational communications with the hotel, organizers, and participants, addressing and resolving issues swiftly.
- Conduct inventory checks and manage resources to meet event requirements effectively.
- Oversee logistical arrangements from setup to breakdown, ensuring all materials and equipment are correctly placed and accounted for.

Skills and Assets:

- Strong organizational and planning skills to manage multiple tasks efficiently.
- Excellent communication and interpersonal abilities.
- Leadership qualities to inspire and guide teams towards common goals.
- Problem-solving skills to address challenges creatively and effectively.
- Ability to work under pressure and adapt to dynamic situations.
- Attention to detail.
- Strategic thinking for anticipating and mitigating potential issues.
- Collaborative mindset to work harmoniously with diverse groups.

Learning Outcomes:

Leadership and Teamwork

- Develop leadership skills by coordinating a team of organizers and volunteers, fostering a collaborative environment.

Project Management

- Gain hands-on experience in managing large-scale events, including planning, execution, and problem-solving.

Stakeholder Management

- Enhance your ability to communicate and negotiate with various stakeholders, ensuring their needs are met and maintaining positive relationships.

Strategic Thinking

- Learn to anticipate challenges and devise effective contingency plans, improving your ability to make strategic decisions under pressure.

Operational Excellence

- Acquire skills in logistics management, attention to detail, and operational efficiency, crucial for ensuring the event's success.

The Executive Assistant for Logistics role offers a unique opportunity for personal and professional growth, preparing students for leadership positions in diverse organizational settings.

