

Job Description: Logistics, Budget, and Technology Organizer

The John Molson MBA International Case Competition is a prestigious event organized by a team of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. As the largest international case competition of its kind, it attracts top MBA business schools worldwide. This role is part of an experiential learning course awarding 6 credits to JMSB MBA students.

Summary:

We are seeking a highly organized and detail-oriented individual to join our team as the Logistics, Budget, and Technology Organizer for the MBA International Case Competition (ICC). This role involves coordinating logistics, managing budgets, and overseeing technology-related aspects to ensure the smooth execution of the event. The ideal candidate will have strong project management skills, budgeting experience, and proficiency in handling technology platforms.

Responsibilities:

Budget Management:

- Draft and present a comprehensive budget for the event.
- Track expenses and revenues, adjusting as necessary to ensure financial stability.
- Monitor expenses closely and proactively seek cost-saving opportunities.

Logistics Coordination:

- Plan and coordinate all logistical aspects of the event, including venue arrangements, accommodations, and transportation.
- Collaborate with hotel management to finalize arrangements and ensure smooth operation during the competition.

- Coordinate with vendors for technology rentals and other event-related services.
- Work closely with the Logistics Executive to plan and execute logistics-related tasks effectively.

Technology Management:

- Oversee the Event Manager (EM) platform, ensuring its proper functioning and utilization for event management purposes.
- Coordinate with technology vendors to maintain and optimize technology rentals for the event.
- Collaborate with the Marketing Organizer to ensure the website and mobile application are updated with relevant information.
- Manage communication systems and ensure seamless integration with event operations.

Event Planning and Execution:

- Assist in planning and executing various events throughout the competition, including the opening ceremony, networking cocktail, live case, theme party, and final banquet.
- Ensure all events adhere to schedules and meet the expectations of participants, sponsors, and other stakeholders.
- Coordinate with team members and volunteers to ensure smooth operation of events.

Communication and Collaboration:

- Communicate effectively with all stakeholders, including board members, participants, and volunteers.
- Collaborate with other organizers to align strategies and ensure coordinated efforts.

- Provide regular updates and reports to the advisory board on budget, logistics, and technology-related matters.

Required Skills:

- Excellent communication and interpersonal skills.
- Strong attention to detail and ability to multitask effectively.
- Ability to work collaboratively in a fast-paced and dynamic environment.
- Full-time commitment from December 27 to January 9.
- Leadership skills and a proactive approach.
- High standards and receptiveness to constructive criticism.
- Ability to attend early morning meetings.

Assets:

- Volunteering experience at previous ICC event(s).
- Experience in project management, budgeting, or logistics coordination.
- Familiarity with technology platforms and event management software.

Learning Outcomes:

- *Strategic Thinking*: Develop and execute a comprehensive sponsorship strategy, considering long-term sustainability and growth.
- *Leadership Development*: Lead a team effectively, fostering collaboration, and accountability among team members.
- *Project Management*: Coordinate various tasks and timelines, ensuring alignment with organizational goals and deadlines.

- *Presentation Skills*: Enhance ability to deliver impactful presentations, fostering confidence and articulation.
- *Financial Management*: Gain experience in budgeting, forecasting, and financial reporting, essential skills for future managerial roles.
- *Networking and Communication*: Expand professional network and refine communication skills through interactions with sponsors, board members, and industry professionals.
- *Relationship Management*: Cultivate and maintain relationships with sponsors and stakeholders, honing negotiation and interpersonal skills.

Join our team and be part of organizing the most prestigious business case competition globally!

