GARDAWORLD
Careers

Corporate Events and Executive Support Coordinator

Reference	1451078100
Work locations	Montréal (Quebec, Canada)
Published	November 16, 2026

Corporate Events and Executive Support Coordinator

Work Location: GardaWorld Head Office, Saint-Laurent, Montréal | 4–5 days per week, depending on the event schedule

GardaWorld is seeking an experienced, organized, and versatile professional to coordinate corporate events and provide organizational support to the Office of the CEO.

Your Mission

Under the direction of the Vice President, CEO's Office, you will oversee planning and coordinating the logistics of management meetings, corporate events and activities at GardaWorld's headquarters.

You will also ensure a high standard of hospitality and presentation throughout executive spaces while providing administrative and financial support to the Office of the CEO.

Key Responsibilities

Corporate Events and Executive Activities

- Plan and coordinate Board and committee meetings, strategic summits, CEO reviews, client and partner visits, and internal events, including employee recognition activities and holiday celebrations.
- Manage all event logistics, including invitations, guest lists, room configurations, catering, accommodation, transportation, audio-visual equipment and required materials.
- Collaborate with teams from all GardaWorld international offices to organize leadership and travel activities.
- Coordinate external and internal teams, oversee the delivery of events and ensure appropriate follow-up.

Executive spaces and hosting experience

- Maintain impeccable presentation standards in management spaces and ensure a high quality hospitality experience for executives, clients and guests.
- Work closely with the Executive Chief to coordinate menus, refreshments, drinks and meals for leadership spaces and meetings.
- Monitor floral arrangements and collaborate with real estate teams, designers and suppliers on spatial improvements and improvements.

Administrative and Financial Support

- Process and track invoices, purchase orders, and expenses related to the activities of the Office of the CEO.
- Reconcils business credit card statements.
- Provide occasional administrative support, including the preparation of correspondence, mail and other documents.
- Contribute to improving administrative processes and organizational effectiveness.

© GardaWorld 2021 - Tous droits réservés © 2026 - optimisé par novijob™

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

Required Qualifications

- Training in event management, business administration, tourism, hospitality management, or equivalent professional experience.
- At least five years of relevant experience in corporate event coordination, executive support or high quality hospitality services.
- Excellent skills in written and verbal communication in French and English.
- Strong skill in Microsoft 365 including Outlook, Teams, Word, Excel, PowerPoint, and SharePoint.
- Experience coordinating vendors, managing logistics, and tracking budgets.
- The flexibility to work occasionally outside normal business hours and travel as needed.

Skills and Personal Attributes

- Outstanding organizational skills, attention to detail and ability to prioritize.
- Strong service orientation and commitment to high quality standards.
- The resourcefulness, autonomy and ability to anticipate needs.
- An informed judgment, discretion and a firm commitment to confidentiality.
- Excellent interpersonal skills and collaborative mindset.
- Ability to manage multiple projects and unexpected situations calmly and effectively.
- Although all applications are reviewed, only those selected for further examination will be contacted.

Search for reference 1451078100 on the Canadian GardaWorld careers portal.

novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com novijob.com

© GardaWorld 2021 - Tous droits réservés © 2026 - optimisé par novijob™