



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Meeting Planner Associate

<b>Job ID</b>	<b>91-5A-6E-1F-1C-0A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=91-5A-6E-1F-1C-0A">https://careers.indigenous.link/viewjob?jobname=91-5A-6E-1F-1C-0A</a>	
<b>Company</b>	Eli Lilly Canada	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2022-04-28	To: 2022-06-27
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Languages</b>	English & French	

### Description

At Lilly, we unite caring with discovery to make life better for people around the world. We are a global healthcare leader headquartered in Indianapolis, Indiana. Our 35,000 employees around the world work to discover and bring life-changing medicines to those who need them, improve the understanding and management of disease, and give back to our communities through philanthropy and volunteerism. We give our best effort to our work, and we put people first. We're looking for people who are determined to make life better for people around the world.

#### Company Overview

At Lilly, we're, inspired to make a difference in people's lives every day - through the discovery of life-changing medicines, better understanding of disease management and support for people living with illness and their families and friends.

Our work today - from our research programs to our volunteer initiatives - is a reflection of our heritage of uniting caring with discovery to make life better for people around the world.

We are committed to investing in our employees - through competitive salaries, training and development, health, and the opportunity to do grow. The pharmaceutical industry is a complex, rapidly changing environment and we are looking for highly capable people to help us accomplish our mission!

#### Responsibilities

Eli Lilly Canada is currently looking for a Meeting Planner Associate to join our organization.

#### RESPONSIBILITY STATEMENT:

The Meeting Planning Associate is responsible for the strategic coordination and management of Lilly customer meetings. She/He will ensure that logistical aspects of the meetings are planned and executed within budget and according to departmental standard operating procedures and timelines.

#### Key areas of responsibility:

Act as the key point of contact with the meeting owner in the planning and execution corporate meetings attended primarily by of Health Care Professionals (HCP) e.g. Advisory Board Meetings, Consultancy Meetings

Responsible for hotel/venue selection (sourcing, contract negotiation)

Liaise with hotel/venue contact for rooming lists, food and beverage requirements, a/v requirements, meeting room set-up

Prepare and distribute invitations, handle registration and contracting requirements for meeting participants

Act as the key contact for the meeting attendees and respond to inquiries, provide resolutions and manage change requests.

Liaise with travel agency to arrange HCP/attendee travel to meetings (domestic and international)

Provide onsite support at the meetings - must be able to travel to planned meetings across Canada -

On occasion, weekend travel would be required in addition to occasional weekday overnight stays required (Post COVID-19) .

Follow up post-meeting with meeting requester, process attendee payment

Track and file documentation pertaining to meetings in accordance with applicable company record-keeping policies

Review and ensure accuracy of invoices prior to seeking approval and processing payment

Debrief with meeting owner post meeting to share feedback and apply learnings to future meetings

Ability to manage multiple projects at a given time, ensuring deadlines are met, and issues are managed as they arise  
Be comfortable with various platforms for the execution of virtual meetings and events

**Basic Requirements: Education and Experience**

- University or College Diploma (preferably in Hospitality Management)
- Minimum 3 years' experience in events and meetings co-ordination
- Experience in the pharmaceutical industry preferred
- Understanding of event-planning, hotel, air travel industries
- Excellent interpersonal skills and strong customer focus to interact effectively with healthcare professionals, vendors, and internal team members
- Excellent written and verbal communication skills.

**Bilingual (English/French) strongly preferred**

- Strong problem-solving skills
- Ability to work flexible schedules and/or extended hours to meet business needs
- Ability to manage multiple projects at a given time, ensuring deadlines are met, and issues are managed as they arise
- Analytical skills to evaluate processes and provide recommendations
- Proficient in Word, Excel, SharePoint O365, Teams. CVENT experience is an asset.

**Additional Information**

Lilly will conduct, at its own expense, background search (including verification of educational credentials, contacting three of your personal references) of the successful candidate.

Eli Lilly Canada is committed to employment equity. We encourage applications from qualified women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

All new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by Lilly as described Lilly's Covid-19 Vaccination Policy. The requirement to be vaccinated is inclusive of any approved boosters, should they be deemed necessary in the future. Deadlines for boosters will be communicated through an updated policy as needed.

Eli Lilly and Company, Lilly USA, LLC and our wholly owned subsidiaries (collectively "Lilly") are committed to help individuals with disabilities to participate in the workforce and ensure equal opportunity to compete for jobs. If you require an accommodation to submit a resume for positions at Lilly, please email Lilly Human Resources ( [Lilly\\_Recruiting\\_Compliance@lists.lilly.com](mailto:Lilly_Recruiting_Compliance@lists.lilly.com) ) for further assistance. Please note This email address is intended for use only to request an accommodation as part of the application process. Any other correspondence will not receive a response.

Lilly does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

**How to Apply**

To submit resume, visit <https://www.lilly.com/careers> and apply to Req ID R-31031.