



Events & Sales Support Associate

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Are you passionate about sports? Would you like to produce and coordinate live sports + media events? Dealing with clients is what you enjoy doing? Creativity is your strong suit?

Have you experienced broadcast production and developing solutions? Guess what? This is a perfect career opportunity for you!

The **Events & Sales Support Associate** oversees and coordinates media events on-site as well as providing direct support to the sales team in their day-to-day activities meticulously servicing all of our very important clients.

The main focus is maintaining excellence in service, rapid response, attending to each client's particular and specific requirements. In addition, you will be providing solutions and proposal options for the transmission of international TV events.

Duties and responsibilities include:

- Develop production & video transport solutions for sports & news events.
- On-site coordination and delivery execution of the event with internal and external resources.
- Act as single point of contact of coordination for every event.
- Work closely with customers to provide clear progress and execution of projects and events.
- Planning and overseeing logistics for crew and equipment.
- Processing of quotes and requests in a timely and in a professional manner.
- Act as main point of contact and coordination between Aldea service departments for all projects and event implementations.
- Control, maintain projects and event budgets.
- Support Sales team and work collaboratively with all the different departments.
- Team-player at all times!

Position Requirements

The ideal candidate for this position will be/have:

- University/College with experience in media production, TV transmission and/or sales support.
- Working knowledge of sports or news television production.
- Relevant experience in TV transmission industry, and/or production of events in the broadcast world.
- Must be willing to travel globally (minimum once a month) and work non-traditional hours/days, including weekends and holidays.
- High level of commitment to exceptional customer service and relationship building.
- Able to work in a fast paced environment, and excels under pressure.
- Strong results orientation and business driven mentality.
- Good communicator with written and oral command of Spanish and English. Additional languages are strong assets (French, Portuguese, Italian, Russian etc.).
- Location: Montreal (Canada)

Join our talented team of professionals, bring your passion, your energy and be a part of our ever changing world of technology.

We sincerely thank all applicants for choosing Aldea Solutions!