We are looking for a

Senior Conference Manager

Global Planning Solutions is seeking an experienced Senior Conference Manager to lead the planning and execution of major national and international conferences and congresses, including large-scale citywide events with complex stakeholder, financial, and operational requirements.

The successful candidate will bring deep experience within a Professional Congress Organizer (PCO) or conference management environment and understand the realities of managing large-scale conferences with multiple stakeholders, venues, suppliers, budgets, sponsors, exhibitors, speakers, and delegates.

This is a high-trust role for someone who leads calmly under pressure, is highly organized with strong attention to detail and the ability to manage multiple projects, priorities, and deadlines simultaneously and takes real ownership of outcomes.

A BIT ABOUT US

Global Planning Solutions (GPS) is a Canadian conference, event, and marketing management company with more than 55 years of experience delivering national and international programs. We partner with associations, corporations, and organizations to manage complex conferences and events from strategy through execution. Our services span conference management, exhibitions and sponsorship, corporate events, marketing and design, and digital solutions. As a long-standing member of the International Association of Professional Congress Organisers (IAPCO), GPS combines decades of industry experience with a forward-looking approach to technology, innovation and client service.

THE ROLE

- Lead the planning and execution of major national and international conferences and congresses ranging from 1,500 to 10,000+ delegates
- Serve as the senior operational lead and primary client contact for assigned conferences
- Develop and manage conference budgets, financial forecasting, reconciliations, and project profitability
- Lead conference committees, scientific/program committees, and stakeholder groups
- Oversee venue sourcing, citywide logistics, hotel negotiations, room block strategy, and supplier contracting
- Direct and oversee integrated project teams across program, registration, housing, sponsorship, exhibits, marketing, communications, and on-site operations
- Develop and manage detailed project plans, production schedules, and risk mitigation strategies

- Lead on-site operations, including team management, supplier coordination, venue management, and problem resolution
- Prepare executive-level reports, project updates, KPI summaries, and post-conference evaluations
- Support strategic growth initiatives and contribute to business development opportunities
- Mentor and support junior conference management staff

WHAT YOU BRING

- 5–10+ years of experience managing conferences, congresses, or large-scale events with a significant operational and financial responsibility within a PCO or conference management environment
- Experience managing high-profile association or medical/scientific conferences with attendance of 1,500 to over 3,000 delegates and is considered a strong asset
- Strong understanding of conference operations, including housing, registration, logistics, sponsorship, exhibits, speaker management, and stakeholder engagement
- Strong venue and hotel negotiation experience, including room block management and citywide conference logistics
- Exceptional client and committee management skills
- Ability to lead multiple projects and teams simultaneously - strong mentoring abilities for junior conference team members are an important asset
- Excellent communication, leadership, and relationship management skills
- Ability to remain calm, professional, and solutions-focused under pressure
- Strong knowledge of conference and project management platforms, including EventsAir, Wrike, or similar systems
- Willingness and ability to travel (domestic and international) for conferences and client meetings (approx. 20-30% of the year)
- Excellent oral and written communication skills in English; bilingualism (English/French) is considered a strong asset

WHAT WE OFFER

- The chance to lead flagship conferences
- Currently a remote-first role, balanced against in-person time for conferences, industry and client meetings. The role could move to a hybrid option in the future.
- Health and wellness benefits package (eligible after 3 months)
- Vacation: 2 weeks paid time off
- Holidays: 9 paid statutory holidays plus office closure between Christmas Eve and New Years Day
- Extras: Paid time in lieu (when applicable)

- Professional development
- IT equipment
- Internet allowance
- A collaborative, senior team environment where your judgment and ownership are valued
- Room to shape process and contribute to the company's growth and business development, not just execute against a fixed playbook

HOW TO APPLY

Qualified candidates are invited to submit their **resume** and **cover letter**, along with **salary expectations**, **by email to** careers@globalplanning.ca. Please include "Senior Conference Manager" in the subject line. Tell us why you feel you are the right fit for the role and highlight your experience in relation to our requirements. Global Planning Solutions encourages applications from candidates of all backgrounds. Please note that only candidates who are considered for an interview will be contacted.

ADDITIONAL INFORMATION

Position Type: Non-Management

Location: Remote (preferably based in GTA, Ontario, or Montreal, QC), travel required for site inspections, on-site conference delivery, client meetings and company meetings if required.

Reports To: President/Director of Operations

Job Status: Permanent Full-Time

Application Deadline: When filled

Candidates must be legally eligible to work in Canada and to travel internationally (valid passport required; no travel restrictions to key conference destinations)