

True North Sports + Entertainment is looking for an organized and service-oriented individual to join our team.

The **Manager, Partnership Services** is a primary contact for corporate partners and will provide exemplary customer service, ensuring all elements of sponsorship agreements are thoroughly executed.

What to be excited for in this role:

- Manage the execution of all aspects of a partnership agreement including: branding, promotional activities and events (internal and external).
- Coordinate/monitor all production material related to the corporate partnership.
- Coordinate all contracted partnership game production elements.
- Participate in development of promotions and/or activations for corporate partners.
- Participate in evaluating the success of partnership components.
- Communicate with internal Event Management team to coordinate all sponsor use of the TNSE facilities (ice, room functions, concourse displays, deliveries etc.), as required.
- Provide suggestions and recommendations for events/programming aligned with overall corporate priorities.

What we need from you:

- Post Secondary Education (Business Administration, B. Comm, or related field).
- Minimum 2-3 years experience in sales/customer service role.
- Results driven with the ability to set goals and deliver on priorities.
- Superior attention to detail and excellent personal organization.
- Strong customer service skills with ability to ensure excellent customer service for both internal and external clients.
- Excellent written and oral communication.
- Very strong organizational skills to stay on task and effectively manage competing demands towards successful and timely completion of projects.
- Strong computer skills with proficiency in Microsoft Office and Microsoft Excel.
- Working knowledge of the corporate sponsorship/branding/marketing industry.
- Ability to problem solve quickly.
- Passionate about the sports and entertainment industry.
- Have access to a vehicle.
- Will adjust schedule as needed to meet department demands, work goals and time constraints, including working nights, weekends, and holidays as hockey and event schedule directs.

To apply for this position please email your resume and cover letter, including wage expectations (in PDF format as one document) to hr@tnse.com.

Please include **Manager, Partnership Services** in the subject line.

Closing date: Sunday, May 7, 2017.

