

<b>Position:</b>	Operations and Logistics Manager
<b>Company:</b>	RBC GranFondo - (TOIT Events Inc.)
<b>Location:</b>	Vancouver, British Columbia, Canada
<b>Contract Term:</b>	Full time from hire to Sept 30 <sup>th</sup> , 2025 Option to extend to full time year round if mutually acceptable to both parties
<b>Application deadline:</b>	February 15 <sup>st</sup> , 2025

**GENERAL OVERVIEW:**

The Operations and Logistics Manager will play a lead role with the development, planning, and delivery of events managed and hosted by RBC GranFondo Whistler (TOIT Events Inc.).

They will act as the Project Lead for the internal team as well as with external stakeholders. This role will require experience in event planning and delivery.

Candidates:

- should be self-starters who are comfortable working independently when required but thrive in the team environment and have experience managing contractors, liaising with suppliers and working with staff/volunteers.
- must be an organized and detailed individual who can work closely with the entire team in the office, as well as effectively managing a Team of 10 – 20 people during the week of the events.
- must be adaptable and solutions oriented

Having the ability to grasp “the big picture” is crucial as this role is responsible for all the assets used during the events, which affect all departments of the organizing group.

Our current event portfolio includes: [RBC GranFondo Whistler](#), [XFONDO](#), [Bici Gusti Italy](#), & [GranFondo Riviera Nayarit](#).

**JOB SUMMARY:**

The Operations and Logistics Manager will work on three aspects of the company:

1- **OPERATIONS/LOGISTICS (PROJECT PLANNING AND DEVELOPMENT) (45%)**

- Play a lead role in the planning and implementation of operational plans and timelines;
- Recruit and manage an event team of staff, contractors and volunteers to deliver a successful event, and exceed participant expectations;

- Work with team to integrate all aspects of event (course, rest stops, start, finish, expo, etc.),
- Provide oversight to ensure integration of staff, supervision of short-term contractors, liaison with volunteers, external partners and participants. Responsible for the procurement of all new event assets
- Responsible for the procurement of all new event assets
- Management and upkeep of all current event assets in both Vancouver and Squamish storage locations
- Responsible for managing rental accounts (i.e. vehicles, portable services, waste services, etc.)
- Coordinating with all departments of organizing team to ensure implementation of assets are accurate and punctual
- Packing, delivery, set-up and tear down of event assets in the most efficient way possible
- Hiring 10-20 individuals to make up the operations and logistics teams
- Managing the operations and logistics teams before, during and after events.
- Determining quantities needed for rider hydration and nutrition.
- Constantly reviewing third-party involvement contracts to ensure that we are paying the most competitive rates
- General trouble shooting during events
- Creating, managing and adhering to an event budget.

**2- STAKEHOLDER & SUPPLIER RELATIONS (30%)**

- Maintain and nurture existing stakeholder relationships that will be integral in the planning and delivery stages of the events;
- Plan, build, and deliver presentations to all levels of stakeholders on behalf of RBC GranFondo;
- Liaise with stakeholders to ensure approval of operational plans (permits, communications, sanctioning, etc.);
- Source key suppliers and ensure timely and cost effective delivery of services, based on event and stakeholder requirements.

**3- OTHER (25%)**

- Liaise with other areas of the company & participate in team meetings;
- Coordinate with other departments to ensure all operational needs are met;
- Assist with public outreach and community relations efforts;

\*The scope of responsibility and the related tasks for this role as presented within this document may, and likely will, change over time to complement the increase in the number and the scale of the events managed by RBC GranFondo.

**MINIMUM EXPERIENCE REQUIREMENTS:**

Experience/Background:

- Experience with Microsoft Office is crucial
- Experience and high degree of ability for managing large groups of people
- Mass participation, live event experience is crucial
- Management and movement of event assets
- Experience with comparing quotes and services
- Experience with design and implementation of site-plans
- Experienced and comfortable with driving 2-5 ton trucks is crucial
- Ability to operate pallet-jack and/or forklift is desirable
- A passion for endurance sports or cycling is desirable

Education:

- Completion of a sport management, leisure and recreation, or hospitality degree is preferable

Technical Skills:

- Proficiency with Microsoft Office, specifically Excel, is essential
- Ability to learn how to use new technologies rapidly
- Proficiency with Adobe Creative Suite is beneficial

General Skills:

- Speaking, reading, and writing fluently in English
- Excellent interpersonal & communication skills (written and verbal)
- Good organisational and time management skills
- Excellent networking skills
- Self motivated, strong sales technique
- Work well in a team environment
- Knowledge of local and world competitive cycling will be considered as assets
- Full Driving License

**PERKS OF THE JOB:**

- Young dynamic team
- Free travelling opportunities
- Fun and friendly environment within a small workplace
- Dog friendly office
- Endless amounts of cycling gear and merchandise

**SALARY:**

- \$50,000 to \$70,000, depending on experience and qualifications.

**HOW TO APPLY:**



**XFONDO**

**RBC  
GranFondo**  
4111 Fraser St.  
Vancouver, BC  
V5V 4E9

If you are interested in applying for this position, please send your resume and cover letter to: Salome Dede, [salome@rbcgranfondo.com](mailto:salome@rbcgranfondo.com) and include the following in the subject line: name (last, first), job title. We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted. Cover letters should include what your favorite event is and what makes it special.

### **COMPANY PROFILE**

Founded in 2007, RBC GranFondo is an event management company committed to the development, planning and execution of world-class sport events.

Portfolio of Events:

[GranFondo Riviera Nayarit](#).- Apr 5, 2025

[XFONDO Whistler](#) - June 14, 2025

[RBC GranFondo Whistler](#)- Sept 6, 2025

### **RBC GranFondo - Human Resources Approach**

RBC GranFondo is a private Canadian event management company that creates unique experiences for the sport and active living community. RBC GranFondo's culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their sleeves and get their hands dirty when it comes preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.