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# Example of Conference Coordinator Job Description

Our company is looking for a conference coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for conference coordinator

* Liaise with the Hotel Staff to include, DOCCS, Conference Services Managers, Catering Managers, Group Sales Managers, Banquet Department and Group Coordinators, to plan special requests for clients and special events
* Provides feedback with all the Events to the Banquet Ops team and Director of Events
* Assists customers in planning conference details, including dates, length of stay, locations, registration, physical facilities and equipment, food service, external tours and recreational events, and related arrangements
* Hire, train, and supervise volunteers and support staff required for events
* Initiate and lead meetings with stakeholders to plan scope and format of events, establish and monitor budgets, and/or review administrative procedures and event progress
* Manage and maintain summer conference key cards, verify cards are programed, tested, and ready prior to first guest
* To be the primary contact for all delegates attending events, assisting with their requirements
* Maintain up-to-date records of all events and conferences
* Schedule and conduct planning meetings with clients as necessary to develop and communicate understanding and expectations of all conference/event arrangements
* Knowledge of planning and coordination process for multiple types of events

## Qualifications for conference coordinator

* An ability to confidently interact with people across all levels of our business and external clients/ visitors
* An ability to solve problems
* Gained experience in a retail environment
* Highly organised, and possess exceptional planning and time management skills
* Be comfortable on your feet making decisions
* Verifies accuracy of equipment inventory and updates as necessary