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# Example of Conference & Events Job Description

Our company is growing rapidly and is hiring for a conference & events. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for conference & events

* To act as the liaison between the client and the hotel for all of the client needs
* To plan and/or attend and/or participate in meetings with hotel staff pre convention meetings with groups
* To coordinate with other departments the needs of a group which will directly affect that department
* Make suggestions to management for the improvement of operation procedures and improvement of customer satisfaction
* Preparation of BEO’s, Group Information Sheet, Event Amendments and other event documentation
* Ensure all event/group files are handed over in time by the sales manager in order to finalise details and prepare the BEO and group information sheets
* Check the bulletin board on a daily basis to ensure it is current
* The ability to provide input for the weekly and monthly forecast
* Must lead by example by demonstrating the Hallmarks and guiding principles in their role continuously
* You will ensure the events office is operating to a professional standard

## Qualifications for conference & events

* Minimum 12 months experience in a similar role (preferred)
* Understanding of MICE functionalities preferred, room, layouts, packages
* Monitor E- enquiry status, together with other benchmark measures, on a daily/weekly basis to ensure proactive follow through
* Split your time promoting an 80/20% sales culture in the events office
* Ensure structured weekly sales reviews are conducted with General Manager and agree actions
* Ensure development, maintenance & management of all databases