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# Example of Conference Manager Job Description

Our company is looking to fill the role of conference manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for conference manager

* Innovation of the offerings, working with the Executive Chef & kitchen staff to insure guest satisfaction
* Solicits and generates content for marketing purposes from speakers and panelists that participate in market conferences and educational events
* Lead response to all Summer Conference RFPs
* Resolve complaints, and address concerns through email, telephone, and personal appointments
* Hire, train and supervise the Room Assignment Specialist and Conference Specialist
* Manage and mentor Conference Operations Managers relative to their responsibilities and tasks in accordance with the policies and procedures of the department and Association
* Maintain ongoing communication, including regular meetings with reports and peers
* Provide oversight of contract management and expense forecasting to ensure compliance with department and Association policies and procedures
* Conduct interviews, contribute to hiring decisions, provide salary recommendations, monitor and assign work
* Identify, recommend and incorporate optimal methods and cutting edge technology and platforms, including apps and interactive engagement tools in order to maximum impact of the participant/learner experience

## Qualifications for conference manager

* Ability to travel for Technology Conferences
* Manages inventory of food, distribution and usage
* Manages high level expectations and solve problem situations
* Ideal candidates will possess a minimum of 5 years multi unit experience in dining, rooms or catering operations exceeding $ 4M in sales
* Problem solving and organizational skill, analytical thinking, attention to detail and ability to work on tasks independently collaboratively in a team environment
* Complete all necessary event paperwork ( BEOs, Resumes, Attrition Reports ) with attention to detail and in a timely fashion to ensure group needs are communicated to all departments