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# Example of Conference Services Coordinator Job Description

Our company is looking to fill the role of conference services coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for conference services coordinator

* Perform administrative duties such as typing proposals, letters, Event orders, Collect data, update data-bases, and complete departmental monthly reports
* In turn, work directly with recreational departments and Spa to develop activity programming that meet group objectives and exceed guest expectations
* Assist as needed with planning small groups
* Serving as primary contact for coordination and execution of all internal meetings, banquet-only events, tour dinners and some small meeting programs
* Due to the cyclical nature of the industry team members may be required to work varying schedules to reflect business needs
* Performs daily office duties including proposals, contracts, filing, and internal/external communication by way of event orders, flags, and group resumes
* Maintains orderly inventory of collateral/giveaway items, specifically the chef driven amenity program
* Performs other related duties as outlined by Director of Catering and Area Director of Sales
* Photocopy, and distribute agendas & banquet event orders
* Maintain all general departmental files

## Qualifications for conference services coordinator

* Bachelor’s degree in business administration or hotel management (would be an asset)
* Attentive to detail and service oriented
* Hospitality diploma or degree is an asset
* Professional telephone manner and a minimum typing speed of 50 wpm are required
* A consistently professional approach, with a mindset to take ownership and responsibility within and outside one’s job domain
* At least one year of experience working with undergraduate students in a higher education environment