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# Example of Conference Services Manager Job Description

Our company is hiring for a conference services manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for conference services manager

* Perform routine administrative duties such as typing proposals, letters, contracts, , completing reports
* Ensuring billing is correct before sent to client
* Develop potential business leads actively pursue new business through cold calls and/or visits to local business and sales contacts
* Evaluates client needs, conduct research and makes recommendations in order to assist clients in establishing requirements for banquet and convention space needs
* Coordinates meeting or function space design with the Banquet Manager and Special Events
* Produce menu and event proposals based on the specific needs of the clients in order to ensure the profitability of each event
* Rent and coordinate with outside vendors to ensure proper planning and execution of events (audio visual equipment, flowers, dance floors, tables, chairs)
* Answers banquet/catering phone, schedules appointments for clients to inspect function site, receives confirmed contracts/deposits, prepare Banquet Event Order forms and maintain client/event files
* Coordinates daily and weekly catering meetings
* Oversees preparation of weekly Banquet Event Calendars and ensure the accuracy of such

## Qualifications for conference services manager

* Prepares and submits for approval any purchase orders and invoices to be paid
* Posts necessary charges for day guests, phone lines, and miscellaneous charges
* Conducts tours of the property to client and outside vendors
* Performs all other duties assigned by Management
* Regular exposure to stress
* Must be able to exert fast-paced ability to reach other departments of the hotel on a timely basis