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# Example of Conference Services Manager Job Description

Our company is growing rapidly and is looking for a conference services manager. 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 manager

* Driver within individual team for innovation & process improvement
* Coordinate, initiate, prepare, process and/or monitor various financial, administrative, and operations forms, records, reports, schedules, and other documents
* Responsible for, but not limited to, servicing Group business and events
* Maintain relationships with past clients for future business opportunities
* Oversee timely execution of client/group details
* Prepare group details and event BEOs
* Perform other duties as requested by the Executive Director of Hotel Sales
* Directs daily operation of two or more core services at a site to ensure employees have appropriate equipment and resources to perform their jobs and meet goals and deadlines
* Establishes a safe work environment for employees by providing safety-related training and equipment maintenance and by ensuring compliance with Sodexho safety and loss prevention programs and with standards and procedures for the handling and storage of hazardous materials and/or waste and complies with all government regulations
* Promotes and supports workplace diversity and inclusion initiatives

## Qualifications for conference services manager

* 1 year management experience in Hotel Conference planning
* Manages and overseas the entire ownership account, The Aspen Institute
* Overseas the entire Catering and Conference Services Department when the Director is absent
* Certified Meeting Planner (CMP) designation preferred
* Knowledge of computer software to include
* Will consider entry level conference services manager up to senior level conference services manager based on experience