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# Example of Conference Services Job Description

Our innovative and growing company is searching for experienced candidates for the position of conference services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for conference services

* Lead and manage staffing, budgeting, marketing, and other administrative activities of Housing Conference Services
* Ensure operation complies with the mission, vision, values and strategic goals of Housing, Campus Services, and the Institution and with the rules, regulations and laws of the University System of Georgia, State of Georgia and Federal government
* Develop and implement marketing goals and plans to attract and retain targeted conference groups and types to campus
* Evaluate, maintain, and administer internal process protocol, policies, procedures, and standards over multiple lines of business
* Establish and implement operational budget and ensure proper reporting of revenue, expenses, and procurement
* Perform other related duties us assigned
* Provide assistance to meeting attendees with room set-up, distribution of presentation materials, copying, shipping
* Acts as liaison between hotel and customer throughout the event process (pre-event, event, post-event)
* Meeting and greeting in-house guests upon arrival, review the course of events and introduce other staff members (banquet manager, captain)
* Communicates all changes on Event Orders to other departments

## Qualifications for conference services

* Must be able to set priorities and complete projects on time and on budget
* Certified Meeting Professional (CMP) a plus but not required
* Delphi knowledge a plus
* Must be able to budget time in an efficient manner to ensure that all rooms are set and ready to go on time
* Knowledge of property management systems required
* Basic to intermediate understanding of standard computer applications and office computer hardware configurations