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# Example of Conference Services Job Description

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

## Responsibilities for conference services

* This position will also support administrative needs for the Head of Corporate Events some needs from the senior managers
* Lead implementation of a2z modules including programming event, floorplan, financials, communication templates, and exhibitor portal
* Develop overall pre-conference and onsite strategy including registration plan , construction concept and production schedule
* Coordinate, initiate, prepare, process and/or monitor various financial, administrative, and operations forms, records, reports, schedules, and other documents - ensure timely and accurate completion of documents by other departments, company personnel, customers
* Confer regularly with immediate supervisor, other departments/company personnel, customers, to plan and coordinate activities, exchange information, resolve problems
* Work various (AM and PM) shifts to meet customer need
* Work closely with Banquets and Conference Services Teams
* Perform various bookkeeping functions, initiate and process financial documents related to operating budgets, revenues, accounts receivable and the like
* Manage existing conferencing and meeting requirements, including
* Maintain the policies set forth in the group sales contract

## Qualifications for conference services

* Must be able to manage multiple clients
* Conduct performance evaluations and mentor for Assistant Director of Catering, Catering Sales Managers and Administrative Assistant
* Provides administrative support for the Catering & Conference Services department (including proposals, contracts, Banquet Event Orders, .)
* Maintain a warm and friendly demeanor always
* Employees must, always, be attentive, friendly, helpful, and courteous to all guests, managers, and fellow employees
* Respond to guests needs in a timely manner