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# Example of Conference Services Job Description

Our innovative and growing company is looking to fill the role of conference services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for conference services

* Ensure firm equipment (dinnerware, machinery and event supplies) is cleaned, sanitized and organized on a daily basis, maintained to the standards outlined on private site
* Prepare, execute and closeout special office social and business related events
* Perform other related duties in the Conference Services Department as assigned by supervisor
* To manage and co-ordinate all conventions, meetings, incentive groups and banquets, from initial contact
* The Meeting Concierge proactively monitors customer functions, spending 95% of each day interacting with meeting professionals and their attendees to ensure customer satisfaction
* Reviews all relevant written communications (Group Resumes, Daily Event Lists, Banquet Event Orders, etc…) and verifies accuracy of room sets
* Meets with Meeting Professionals/Catering Customers prior to the start of the first event to verify meeting specifications and establish communication method (house phone, walkie talkie, etc…)
* Remains accessible to Meeting Professionals/Catering Customers throughout assigned functions
* Continually inspects for cleanliness and maintenance of all function space, public areas and banquet areas
* Coordinates with all operating departments to ensure top product quality

## Qualifications for conference services

* Must have excellent customer service skills, organizational, and communications skills (written and verbal)
* Must be able work independently and in a team environment with minimal supervision
* Handle items for “Lost and Found” per the standards
* Ability to lift tables and chairs, up to 50lbs
* Availability to work a variable schedule, to include weekends and evenings
* Must be able to communicate both orally and written in English