Downloaded from <https://www.velvetjobs.com/job-descriptions/conference-services>

# 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

* Perform daily walk thrus of the conference center to oversee upkeep and cleanliness of facilities
* Assist with maintenance of physical environment of conference center
* Act as liaison for any on-site vendors in the conference center
* Assist with special projects within Corporate Services organization when deemed necessary
* Monitor and manage the removal of any waste from the pantry and conference center
* Oversee all operational aspects relative to all groups including planning, set-up, audio visual and conference concierge operations
* Maintain a daily presence on the floor to ensure quality of employee performance and adherence to hotel service and grooming standards
* Meet with each group planner to discuss issues
* Exemplify positive attitude, encourage employee morale and problem solve any employee issues
* Promote the property vision and service standards daily

## Qualifications for conference services

* Flexible Schedu
* A solid understanding of conference and events
* Be systems savvy
* Have the ability to manage volume and wear different hats as required in this dynamic role
* Ability to deal effectively with a wide variety of company personnel clients and outside organizations
* Experience in developing customer service focused conferencing policies and procedures developing/managing operational plans, financials and budgets associated with conference service centers