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# Example of Corporate Events Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate events. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate events

* Develop contacts and relationships with hotels to secure best possible rates and opportunities
* Maintain working knowledge of happenings in the industry up-to-date information on new hotels, restaurants, nightclubs
* Work closely with the NBCU Merchandise Sr
* When required, support RED process by undertaking on a range of responsibilities
* Prepare printed or electronic onsite registration materials
* Organize and delegate work to freelancers and team members as needed to ensure timely completion of deliverables
* Manage Traveler Profile database globally
* Manage M&E database (CVent) to provide spend analysis and evaluate program improvement goals
* Manage global incoming meeting requests to determine scope, set meeting owner expectations and assign for sourcing and planning if needed
* Create basic initial budgets and perform airfare studies for M&E

## Qualifications for corporate events

* Demonstrate solid skills and attributes, has a high level of energy and integrity, demonstrate respect for a diversity of opinions and styles, and is not afraid of accountability and responsibility
* Ability to liaise with all levels of hierarchy from PA level through to management and high level external clients
* Expert knowledge of corporate meeting planning (hotel contracts, room set-up, catering, production / AV, team building)
* Fluent or advanced English
* Knowledge of Meeting Matrix event software a plus
* Working knowledge of CVENT event registration system a plus