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# Example of Meeting Manager Job Description

Our innovative and growing company is hiring for a meeting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for meeting manager

* Ability to quickly learn and utilize multiple meetings technology tools
* Minimum of 5 years of experience in project, event or meeting management, at least 2 of which are in procurement required
* Maintain partnerships with Food Service Provider (Eurest) and custodial services (Cushman & Wakefield)
* To ensure that all operational supplies and equipment are available to cope with demand, ensuring they are used properly and kept in good condition
* Control all ordering within the department
* Analyze category spend to identify opportunities to reduce spend utilizing all savings levers
* Keep abreast of new meeting destinations/venues and opportunities to realize additional savings through utilization of off season rates and other venue discounts
* Develop and maintain vendor relationships – “single face to the vendor”
* Relationship manager with meeting registration, mobile app and SMMP provider(s)
* Respond to client special requests on meeting details, dates, times, and hotel room and meeting room requirements

## Qualifications for meeting manager

* Handles complex business with significant revenue potential significant customer expectations
* Manual Skills- Some portions (10 – 50%) of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity, , typing, handwriting, or machine operations
* Physical Effort - Some portions (10 – 50%) of daily assignments involve prolonged standing, transporting material or equipment, or lifting, moving, or carrying heavy (over 30 pounds) materials for intermittent periods throughout the day
* Physical Environment - Some portions (less than 50%) of daily assignments involve exposure to dirt, odors, noise, or temperature / weather extremes
* Work Schedule - Work may require evening, night, holiday, or weekend assignments on occasion
* Occupational Risks -Some portions (10 – 50%) of daily assignments involve occupational risk, such as cuts, burns, exposure to toxic chemicals, injuries from falls, or back injury sustained with assisting in moving, lifting, or positioning equipment or materials