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# Example of Meeting Job Description

Our growing company is looking to fill the role of meeting. 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 meeting

* Perform site searches, provide recommendations to clients and negotiate hotel and convention center contracts
* Produce event specifications and manage vendors for all aspects of events (F&B, AV, GSC, temps, photography, transportation, security)
* Develop and maintain solid relationships with exhibitors/sponsors
* Assume planning responsibilities for multiple clients and meetings
* Contract Negotiations –Perform site selections, provide options with detail and negotiate contracts effectively
* Budget & Expense Management – Create budgets, manage expenses to stay within those budgets and reconcile event bills
* Manage team / meeting schedules with business partners
* Ensure team staff is at an appropriate level
* Work with Finance to manage chargeback process
* Build out A/V Sourcing process

## Qualifications for meeting

* French Canadian language skills preferred for Canadian based candidates
* A minimum of one year sales experience in a related position with this company or other another organization(s)
* Minimum of 5 years experience in project, event or meeting management, at least 2 of which are in procurement
* Experience using a web-based event registration system, CVENT is a plus
* Ability to travel domestically and internationally when necessary familiarity with group air procedures
* Excellent venue knowledge, mainly in Europe