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# Example of Meeting Job Description

Our innovative and growing company is searching for experienced candidates for the position of meeting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for meeting

* Maintain professional uniformed attire, to include jewelry and dress shoes (no tennis shoes, open toed, clogs, or mules)
* Presence on the convention floor begins at 6am and times may change based upon group requirements
* Overcoming guest challenges and complaints in a calm collected manner by LISTENING to the guest and projecting the highest ability in solving problems
* Budget reconciliation per event
* Sound Company product knowledge and ability to cross sell products where possible
* Onsite assistance (if required, not mandatory)
* Liaison between meeting stakeholders, vendors, registration, procurement and operations teams
* Source appropriate venues on behalf of meeting stakeholders to capture vision and objective of event while also meeting budget, size and location/date requirements
* Hotel room block management to minimize financial impact to the firm in regard to meeting attrition
* Serve as single point of contact for both the event sponsor and the hotel/event venue

## Qualifications for meeting

* At least 5 years of relevant experience in Events & Meetings Management
* Proven track record in end to end management of corporate meetings & events
* Ability to work with the clients to develop programs, including destination selection, site inspections, negotiations, costing and onsite management through final billing
* Ability to work within budgetary parameters and meeting critical deadlines
* Independently handle multiple projects in a fast paced, time sensitive environment
* Candidate should be flexible, detail oriented and able to work under pressure