



Example of Conference Services Coordinator Job Description

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Our innovative and growing company is hiring for a conference services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for conference services coordinator

- Prepare pro forma costs file for each event, cooperating with the account department
- Customer care in the different phases of the organization of the event (room setup, gadgets, spa voucher, guard robe)
- Coordination among the different departments (F&B, kitchen, guest service, it, accounting, housekeeping, garage)
- Follow up after the event in order to have a feedback and underline any areas of excellence highlighting any areas that require our attention
- Sales calls outside the hotel
- 2/3 Appointments per week with new potential clients
- Receives and responds promptly (within 48 hours) to Conference Center space requests and catering orders
- Assists with event planning and execution including conference center reservations, event set-up, the catering ordering process
- Participates in campus and community events, including planning and day-of logistics
- Monitor changes to weekly forecast information

Qualifications for conference services coordinator

- Provide Swedish Cancer Institute (SCI) Clinical Leaders with agendas, attendance sheets and other documentation for Conferences

- Assist with the maintenance and selection of AV equipment for the SCI conference rooms
- Assist with case reporting to state and/or central registry (FHCRC)
- Update follow-up information in the cancer registry database by reviewing medical records, mailing follow up queries, and making phone calls
- Assist Catering /Convention Services Team with proposals, contracts, BEOs and Event Resumes as needed, including any changes to the information