



Example of Conference Services Manager Job Description

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Our company is looking for a conference services manager. 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 conference services manager

- Complete all Conference Services Billing and Reporting
- Conduct weekly Event Meetings with Building Management Staff
- Manage room execution with Custodial Event Staff
- Coordinate Special Event Floral and Linen Arrangements
- Monitor and Manage Linen Supply
- Assist with Harborview Dining Room Logistics and Provide Occasional Oversight
- Coordinate event/functions (food – event environment)
- A/V knowledge/responsibility
- Acting as a liaison between Meeting Professionals/Catering Customers and all operating departments to ensure a high standard of organization and guest service throughout all convention and banquet meeting areas
- This position provides a visible and accessible floor presence in order to anticipate, understand and act upon all client needs

Qualifications for conference services manager

- At least 4 years of progressive experience in a resort, hotel, conference center or a related field
- 5-7 years professional work experience with a minimum of 4 years in a meeting procurement and/or vendor management function

- Professional designation (CMP) a plus
- Computer, telephone, other office equipment
- Proven bookkeeping and accounting skills