



Example of Corporate Events Job Description

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Our company is looking for a corporate events. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate events

- Provide reporting on the results summary for events to ensure that events are meeting agreed upon goals
- Oversees the planning and execution of external and internal events/sponsorship including strategic selection, creative development, event logistics, executive involvement, volunteer recruitment, vendor management and contest fulfillment
- Ensures that all events are tracking and within budget, evaluates sponsorship and event results, and communicates actionable learnings and insights
- Works with brand manager and growth leads to identify and coordinate PR and social media opportunities that are associated with sponsorships and events
- Establish detailed and comprehensive Business action plans for the calendar year, for each geographic market, with clear account management strategies for identified Key clients and accounts, ensuring maximum account penetration
- Prepare a comprehensive Sales activities and Sales trips calendar, for all the geographical markets, to enable full coverage of all existing and potential markets and clients
- Work closely with key corporate meeting and event planners and actively prospect the corporate events market from key industries in France, Switzerland and Belgium
- Focus on the products Need and Shoulder periods and ensure consistent increase in market share from key and prospect accounts

- Organise and attend Industry Tradeshow and MICE focussed forums/events within designated markets

Qualifications for corporate events

- Proactively keep a project on track
- Bachelor's degree in business, marketing or equivalent work experience required
- Solid experience within Roadshows & Conference events / Corporate Access / Investment Banking
- Supervise and manage the department's activities and a team of event planners (Foster City based) including evaluating and assigning events to planners
- Project management of end-to-end event processes
- Serve as lead event planner for some events each year and actively manage the entire planning life-cycle of the events from start to finish