



Example of Event Executive Job Description

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Our company is growing rapidly and is hiring for an event executive. 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 event executive

- Display exceptional customer service skills necessary for interacting with the Senior Executives and their planning teams
- Act as the main point of contact for all event partners, trade partners and showcase hosts
- Prepares all event documentation and coordinates with sales, hotel departments, and customer to ensure consistent, high level service throughout pre-event, event and post event phases of hotel events
- Ensures all hotel events have a seamless turnover from sales to service back to sales
- Coordinates and communicates verbally and in writing with customer regarding event details
- Acts as liaison between sales person and customer throughout the event process (pre-event, event, post-event)
- Establish and manage process, meetings and milestones
- Develop, track and manage program budget
- Develop and actively pursue list of targeted Key Accounts by creating individual plans of action to penetrate these accounts
- Call on and develop relationships with new prospects in an effort to meet and exceed individual and department revenue expectations

Qualifications for event executive

- Experience in client account management a must
- Experience in the sports industry preferred
- In-depth knowledge of the sport of hockey preferred
- Experience in playing the sport of hockey a plus