



Example of Event Manager Job Description

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

Responsibilities for event manager

- Focus on identifying and owning solutions to problems, not just articulating the problem
- Focus on doing the right things, not just doing things right
- Consult with Client and Program Manager during research of venues ensuring Client requirements are met in meeting specifications
- Prepare estimated budgets and communicate budgetary information to Client and Program Manager throughout the purchasing process
- Utilise preferred vendors for quality of service, minimise risk and maximum pricing advantage
- Initiate vendor contact for information and pricing on assigned meetings using eRFP tool
- Follow, understand and able to communicate SOPs and policies to Client
- Co-ordinate site inspections with suppliers, Client and Program Manager
- Enter and update meeting information in meetings management technology
- Puts together and manages event timelines and deliverables

Qualifications for event manager

- Plan and conduct pre and post-convention meetings with clients
- Has knowledge of meeting set ups & capabilities
- Create, review and revise rooming lists and VIP lists work directly with onsite reservations team
- Meet & Greet clients prior to their meeting as needed

- At least 2-4years of prior experience in a hotel or a related field; or a 2year college degree and 3 or more years of related experience;