



Example of Event Planning Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of event planning. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for event planning

- Participate in a variety of activities in support of the Events Team
- Exhibit teamwork and a can-do attitude
- Support team members with related communications projects and ad hoc requests
- Produce accurate and current reporting
- Solicit, gather and make meaning of on-going feedback related to employee engagement
- Consolidate partner data and present it in a formatted way to the team responsible for the monthly business update
- On a quarterly basis, consolidate the quarterly partner heat map to reflect the key performance indicators from both a worldwide perspective and subsidiary levels as appropriate
- Manage the preparation, execution and post-mortem of the world-wide partner capacity planning
- Organize 2 worldwide summits in the Bellevue-Redmond area for ~30 people each that includes field leaders from the top 16 Areas and HQ
- Organize the worldwide Field Partner day that congregates the Partner Field roles for 1 day

Qualifications for event planning

- Ability to initiate and maintain positive and productive professional relationships across functions, levels and organizations

- Experience negotiating vendor contracts and maintaining relationships
- Some travel required, including overnight and/or weekends
- Have experience training and motivating real estate agents with practical, implementable, and successful solutions on how to be more productive
- Must be able to create trust between realtors and loan officers