



Example of Event Planning Job Description

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Our company is looking to fill the role of event planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for event planning

- Managing the WPG Newsletter publish, including identifying, gathering and editing content from stakeholders
- Create and deliver a plan to expand patient support programs to cover maximum patients
- Cooperate with marketing and regulatory to promote and publicize event in the strict respect of the Shire's and local guidelines
- Developing, managing and executing a detailed event marketing calendar for open enrollment events, health fairs, community events, employee /internal events, and other business development events as assigned
- Planning, scheduling, staging, set-up and tear down for events for all lines of business
- Securing local venues and coordinating all logistics
- Managing onsite materials including booth displays, handouts and promotional items
- Tracking inventory control management and fulfillment for giveaways
- Budget tracking, processing invoices and check requests
- Conducting outbound calls to secure attendance for events as needed

Qualifications for event planning

- Daily contact with all internal contacts including regular update meetings and event briefings with latest attendee status, agenda changes
- Minimum 2 years work experience as Event Planning Manager in a luxury international brand hotel

- Minimum of 2 years of administrative/coordination experience is required
- Event planning, project management and/or customer service experience is a plus
- Must be a team player with the ability to work independently and proactively