



Example of Event Planning Job Description

Powered by www.VelvetJobs.com

Our company is hiring for an event planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for event planning

- Assisting with online registration, testing, proofing, running reports
- Reconciling hotel billing
- Processing invitational travel orders and paperwork
- Supporting other event and project work as needed
- Manages staff with responsibility and accountability for performance and results
- Works with event planners in developing ideas for campus events
- Organizing events with and without Catering, from hand over till guest's departure
- Checking and organizing client's event with all hotel departments
- Supporting other business conferences and events and partners in the development and coordination of program agendas
- Support the planning and execution of Affinity Marketing Group partner conference and events

Qualifications for event planning

- Must take initiative and possess ability to work autonomously
- Desired candidate has completed PSS or equivalent training
- Bachelor's degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration, or related major
- Prefer candidate has completed PSS or equivalent training
- Bachelors degree in Marketing or Business preferred or related field
- Minimum of 5 - 7 years of specific meeting management work experience