



# Example of Events Executive Job Description

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

## Responsibilities for events executive

- Maintain calendars, schedule meetings and appointments and provide reminders
- Make travel arrangements/manage itineraries
- Actively communicate with sourcing vendor to organize meeting and event searches
- Prepare reports and presentations of internal and external documents for team members
- Maintain efficient documentation and filing system
- Source small company wide meetings and events
- Support with and undertake successful delivery of assigned live event projects to the highest service standards
- Manage a range of project tasks to ensure deliverables are on time, on budget and on brand
- Obtain venue/accommodation options for client and act as liaison between client and venue, in some circumstances working closely with the internal venue sourcing team
- Obtain travel options for client and act as liaison between client and transport provider, in some circumstances working closely with the internal group travel team (when over 10 people)

## Qualifications for events executive

- Health Screening option with 12 month payment plan

- Minimum 2 years work experience as Sales Executive or 1 years work experience as Sales Manager in International Brand Hotel
- Previous work in a reservations or sales team environment
- Proven track record in events and/or marketing
- Experience organising corporate events with senior stakeholders in a variety of formats (exhibitions, workshops, dinners)