



Example of Meeting & Events Job Description

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Our innovative and growing company is searching for experienced candidates for the position of meeting & events. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for meeting & events

- Serve as the point person for the residency app
- Manage inventory for environmental materials marketing collateral
- Assist with the management of external bank events, sponsorship events, meetings and internal conferences and meetings on behalf of internal clients
- Provide support to the on-site meeting producer for selected bank events such as various quarterly town halls and forums
- Act independently in the co-ordination and production of selected bank events
- Co-ordinate production schedules for projects managed by the Associate Director, Meetings & Events and Senior Meeting Planner, Meetings & Events
- Manage consultants and supplier relationships including but not limited to invoice processing
- Improve the production and quality of PowerPoint presentations for internal clients
- Support and implement plans for events, conferences, and meetings
- To directly supervise all MICE staff, promote and train team to enhance sales through up selling

Qualifications for meeting & events

- 2-3 years of relevant experience in Meetings and Events preferably in audit & compliance, planning or sourcing

- Good project management, attention to details and analytical skills
- Intermediate proficiency in MS Word, Excel and PowerPoint is mandatory
- Strong verbal, written and presentation skills with ability to work with multinational teams
- Diploma or Degree in Business / Hospitality or other relevant fields