



Example of Meeting & Events Job Description

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Our company is looking for a 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

- Researches subject matter to write
- Plans, edits and supervises publication of marketing materials, in-house newsletters and bulletins
- Integrates contributions with other complex projects
- Works closely with program and service vendors, creative agency partners and internal graphic designers
- Provides assistance for both on-site and off-site events as needed by Event Planners or Senior Event Planners
- Contacts hotels and restaurants as requested for initial space availability and cost information
- Planning and executing all aspects of the company's smaller meetings and incentive trips including but not limited to developing program content/itinerary, budget, handling contract negotiations, food & beverage selection/coordination, arrange for audio visual services, manage attendee registration, air, hotel rooming, ground transportation, amenities, on and off site events and activities
- Logistics, event venue selections, meeting packages, travel and lodging, onsite support
- Effectively communicates and presents event status to team and/or leadership
- Ability to lead event production and stage management, which may include presentation, script writing, stage direction, show flow and directing the

Qualifications for meeting & events

- Draws up a post-event qualitative report with the customer to find out where improvements can be made • Makes optimal use of tools such as meeting@
- Actively helps increase the department's revenue in line with sales strategy
- Respects the department's budget
- Prepares the invoices for seminars and banquets
- Checks customers' solvability
- Bachelor's degree in Communications or related area of study, or equivalent education/experience