



Example of Meeting & Events Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of meeting & events. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for meeting & events

- Main contact for internal and external clients in market and strategically managing local relationships whilst maintaining global servicing standards
- As the senior leader for M&E, the Australia Market Leader is responsible for representing M&E on the Market Leadership team and aligning strategic initiatives across the business
- The Market Leader will work in conjunction with other area's of the Australian business and managed the internal stakeholder and engagement for Meetings & Events
- Conduct leadership updates to Market VP and General Manager on a regular basis to report on key financials, risks and opportunities and initiatives to drive optimization
- Responsible for the teams' operations delivery and ensuring all SOP's, SLA and KPI's are documented, updated and met at all times
- Reporting to senior leadership on successes and challenges and escalating opportunities and risks in a proactive and strategic manner
- Manage a team of meeting professionals in multiple locations to ensure the effective, efficient, compliant and quality delivery of meeting operations
- Coach and develop staff in multiple locations, providing frequent feedback and direction, ensuring they are meeting the expectations of their roles
- Responsible for proactive and efficient workforce management to ensure high service standards are maintained at effective cost margins
- Responsible for developing and delivering strategies to grow revenue and decrease expense where practicable

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- Research meeting venues, travel options, and supplemental activities
 - Coordinate delivery and pick-ups of supplies, donations, equipment
 - Serve as a liaison with our Human Resources team as needed for various recognition and other employee-related events and activities
 - Highly organized, have sharp attention to detail
 - Cheerful, friendly, upbeat outlook
 - Professional, responsible demeanor