



Example of Meeting & Events Job Description

Powered by www.VelvetJobs.com

Our innovative and growing 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

- Bachelor's degree in Hospitality Management or Business Administration plus 2 years of experience in Corporate Meetings/Events Planning or relevant hospitality positions
- Certified Meeting Planner (CMP) –OR– Certified Meeting Manager (CMM)
- Ability to craft reports, business proposals and procedure manuals that are so engaging, people read them
- Ability to juggle multiple projects and be mindful of competing deadlines
- Calls for a meeting with the event management staff regularly and gets status reports from them
- Makes sure that there is sufficient infrastructure available and the tasks assigned are completed as planned
- Makes certain that they are not running out of budget
- Ensures that they meet the deadlines and produce satisfying results for their clients
- Even if the event is successfully planned, event manager should be present during the event and handle issues and problems that arise during the events
- Has to maintain a follow up even after the event and collect reviews from their clients

Qualifications for meeting & events

- Experience with Pharmaceutical Meeting planning is a plus

- Must possess expertise in solving problems and handling extraordinary requests in a professional and discreet manner
- Excellent telephone etiquette, professional demeanor and ability to screen calls diplomatically and effectively
- Ability to lift/carry/pull up to 50 pounds
- Work environment involves both indoor and outdoor activities variety of land, air and sea travel