



Example of Meeting Manager Job Description

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

Responsibilities for meeting manager

- Performs the hiring and disciplinary actions needed while overseeing the Meeting Services Department
- Successfully manages a 5-Star and 5-Diamond Meeting Services Team
- Defines, structures, oversees and directly manages the work of Convention Services to ensure goals and objectives will be met or exceeded
- Defines, implements and drives operations to achieve the highest customer service standards
- Provides guidance and advice to others on the latest trends, innovations and best practices in pharmaceutical/biotechnology conventions, exhibitions and the like
- Leads Genentech's convention strategy and tactical planning across multiple brand teams
- Self and team develop and maintain Genentech's overall convention schedule and calendar, which includes relevant global congresses or other relevant global events
- Leads development, implementation and maintenance of a variety of departmental tools and resources to house and communicate information regarding convention services across Genentech's brands, including industry convention schedules, professional associations, vendor or supplier information, templates to support key department services such as convention planning and budgeting, scheduling, tracking, monitoring and reporting, intranet site content and regular updates
- Leads negotiations, contracting with and on-boarding key vendors/suppliers

- Manages large budgets and multiple vendors to ensure on-target, on-time and within-budget deliverables appropriate return on investment

Qualifications for meeting manager

- Hands-on application of 4Ps and marketing mix, marketing communication, communication channels, channels-to-market, segmentation, value proposition and marketing program development and execution
- Experience in development, implementation, successful execution of plans to generate new business in targeted market segments and prospects, including track record of launching new products
- Track record of success and ability to evaluate and prioritize multiple projects in a dynamic environment, and developing effective metrics for measuring program performance
- A strong record of building alignment in cross-functional teams
- Experience and ability to work across time zones with Europe and Asia
- Ability to create additional revenue, along with direct sales efforts to achieve or exceed budgeted goals