Job Title: Conference Coordinator

JOB SUMMARY

The Conference Coordinator is responsible for scheduling, planning, and coordinating meetings, banquets, and customized events in a conference center or event location.

MAJOR DUTIES

Schedules meetings, banquets, and customized events in a conference center or event location;
Plans, develops, and implements a marketing program to advance the conference center;
Establishes and maintains detailed records of all event information;
Ensures supplies are available to support activities;
Assists in the operation of audio/visual equipment as needed;
Coordinates equipment installation or repairs;
Performs light housekeeping duties;
Coordinates and/or supervises the set-up of dining and meeting rooms for special functions;
Prepares and submits billing invoices and maintains records;
Contacts sensitive or problem accounts in order to reach resolutions.

COMPETENCIES

Knowledge of event planning and coordination
Knowledge of marketing principles
Knowledge of basic budget preparation procedures and techniques
Knowledge of purchasing and billing practices specific to area of assignment
Knowledge of applicable laws, rules, and regulations, such as safety, security, and public assembly regulations
Skill in the operation of computers and job related software programs
Skill in operation of basic office machinery
Skill in operation of audio/visual equipment
Decision making and problem solving skills
Oral and written communication skills
Ability to multitask and organize
Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Two (2) years of work related experience
Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.