

POSTING

Title: Conference Planner
Department: Conference Services
Status: Full-time, benefitted
Hours per week: 40+

Duties:

Client Relationships

- Maintain ongoing communication with contacts to insure booking process is complete (contracts, rooming lists, deadlines, etc.)
- Follow-up on progress of group booking process to confirm rooming lists, deadlines, etc.
- Finalize details for assigned groups, conferences, and internal program events including completed Banquet Event Orders (BEOs)
- Work closely with clients while in-house to promote goodwill and foster additional business, repeat bookings and referrals
- Perform accounting duties to ensure complete payment

Conference Planning

- Maintain a team-minded attitude to ensure meeting room and space concerns are handled
- Maintain thorough knowledge of meeting space capacities, menu items, AV equipment, meeting room set-up options
- Communicate with immediate supervisor regarding any concerns or other matters of significance

Sales

- Achieve revenue goals by soliciting, negotiating and booking new and repeat business through various sales efforts (outside sales calls, telemarketing, mailings, networking, etc.)
- Enhance the Institute's community image and stay abreast of competition, new developments, sales methods and techniques in the hospitality industry

Reporting

- Prepare, as requested, an informative database for improved management decisions
- Prepare status and month end reports

Minimum Requirements:

- One year of recent (last 2 years) work experience in event planning/execution or conference planning in a conference center/hotel; *and*
- Recent (last 2 years) work or school experience using MS Office

Preferred Requirements:

- 2+ years' recent (last 5 years) work experience in event planning/execution or conference planning in a conference center/hotel
- Bachelor's degree in business mgmt. hospitality, marketing
- Recent work experience using hospitality scheduling/billing software

Competency Expectations:

- Ability to work a flexible schedule, including nights and weekends
- Team-minded attitude
- Positive attitude and personality
- Proficient computer skills
- Embrace Core Values

- Believe the mission
- See the possibilities
- Focus on we, not me
- Do the right thing
- Have fun

Pay: Based on experience and qualifications

How to apply: Qualified applicants should complete an online application by clicking on the link below. Before submitting application, please attach a resume and cover letter that detail experience and qualifications. We are an Equal Opportunity Employer and Drug Free Workplace.