

## Meeting Services Coordinator Description

The **MEETING COORDINATOR** is responsible for assisting the Event Management team in all aspects of internal and administrative coordination and serving as support staff to our Meeting Team. This position will work directly alongside the Meeting Team to contribute to the success of the highly visible workstream that affects attendees, executives, internal stakeholders, and suppliers on a portfolio of events.

### Job Summary:

This is an entry level position into the Global Meeting & Events Team. You will engage with the Meeting Planning Team on a daily basis to learn the basics of Meeting Planning. Duties to include but not be limited to introduction and training on our third-party registration tool, learn to create RFP's, learn how to effectively negotiate vendor contracts, assist with registration, quality control, research and much more.

Note: This is not a virtual position. Office location is Douglassville PA.

### Major Responsibilities/ Accountabilities:

- Research, Sourcing, and Contract Negotiations for corporate [meetings](#).
- Manage event site selection process and contract negotiations with hotels and other venues for events.
- Oversee requirements for rooms, meeting facilities, food & beverage, materials, a/v equipment, etc. and arrange all with hotel/venue/caterer/other vendors.
- Negotiate vendor contracts and manage all aspects of ground transportation for events.
- Effectively use company resources to organize and relay information needed by team members
- Closely collaborate with colleagues on continuous process improvement.
- Deliver high level internal meeting experience.
- Build and maintain strong working relationships with colleagues and industry contacts.
- Handle all proprietary information as confidential.

### Relationships:

Internally this role will interact with our planning team, air team and accounting departments. Externally this is a client facing role as well as interaction with our meeting related vendors.

### Meeting Coordinator Qualifications:

- Bachelor's Degree preferred, however industry education is acceptable
- 1 + years' experience in meeting and conference planning preferred
- Must have excellent teamwork skills
- Demonstrated grasp and knowledge of the highest levels of service
- Strong interpersonal, written and oral communication skills
- Experience with third-party tools and technology such as Cvent is a plus
- Demonstrated time management skills and ability to meet deadlines
- Demonstrated ability to interact with senior level clients
- Strong Client Focused/ Customer Service Skills
- Competent in Microsoft office with focus on Excel
- Highly motivated, solution oriented, collaborative, decisive
- Some travel may be required

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