



JOB DESCRIPTION

MEETING PLANNER

(The information included in this document is considered confidential and proprietary to Koncept Events)

Koncept Events' (KE) is a full service Destination Management Company (DMC) with services which include, but are not limited to, event design and décor, entertainment, airport transportation to/from hotel, tours & excursions, offsite venues, conference management, hotel sourcing, staffing and teambuilding activities for Corporate Clients.

JOB OBJECTIVE: The Meeting Planner (MP) position is a junior level role within the Meetings and Events department. This position will be responsible for specific tasks that relate to this department and can include but are not limited to: hotel site selection, site visit planning, hotel database creation and management, event specific registration and rooming list management, research for client related platforms (registration, apps, etc.) and event planning to include menu planning, audio visual, speaker management, setup, etc. The position will be delegated tasks by the Vice President of sales, will support the other staff in the Meeting and Events Department and will take on individual projects and clients.

This position reports directly to the Vice President of Sales.

REQUIREMENTS:

- College education and minimum of 2 - 4 years of work experience in a meeting planning role.
- Must be proficient in Microsoft Office applications including Word, Excel & Outlook. Power Point preferred. CRM knowledge preferred.
- Strong organizational, writing, communication and interpersonal skills necessary.
- High creativity and flexibility is a must.
- Deadline oriented, driven, organized, multi-tasking and self-motivation skills are essential.
- Must have knowledge of Meeting Planning functions, including, but not limited to site selection/hotel sourcing, hotel contracts, registration systems/needs, rooming list management, logistical planning, menu planning and BEO review and audio-visual services.
- Must be a self-starter and possess a positive work ethic for a fast-paced and growing company.
- MP must sign a Confidentiality & Nondisclosure Agreement

SUMMARY OF DUTIES & RESPONSIBILITIES:

- **Hotel Site Selection:** will assist the Vice President of Sales and Meeting and Event Managers in locating a hotel or venue for client programs. Tasks can include:
 - Destination and hotel research
 - Creating and updating site selection grids for client review.
 - Follow up communications with the hotels
 - Update RPF template
 - Contract negotiations, with assistance from Meeting & Event Managers
- Maintain all department templates and spreadsheets for tracking.
- **Liaison** with Hotel sales departments via phone and email. Includes but is not limited to:
 - Gathering details regarding hotel's standard offerings (for database development and maintenance)
 - Follow up post event to ensure all commissions are paid to KE
 - Collecting post event reports in relation to final room pick-up and event spend.
- **Research** services needed for programs and proposal development. Includes but is not limited to:
 - Registration systems
 - Event apps
 - Audio visual services
 - Speakers
 - Gift options for attendees
 - Branding/signage
- Client & hotel facing both via email and phone
- Coordinate all client site visits as assigned, including scheduling of transportation, individual appointments and all logistical planning.
- Some travel may be required



Additional Information

Salary: \$40-\$46K Based on Experience

Type: Full-time

Benefits: Health Benefits, 401K, Cell Phone Allowance, Sick and Vacation time off