

Assistant Event Coordinator Job Description

Duties and Responsibilities:

- Helps the event planning coordinator in liaising with clients in order to find out their needs and keep them up-to-date on the progress of the planning process for their event
- Secures event venue
- Ensures supply of events' merchandise
- Prepares financial report on events with the event coordinator
- Liaises with marketing team in order to utilize the best marketing strategy for an event with regards to the purpose and venue of the event, as well as its budget
- Ensures the availability of adequate restroom facilities at the venue of an event.

Assistant Event Coordinator Requirements – Skills, Knowledge, and Abilities

- Ability to carry out various tasks efficiently
- Possession of High School Diploma
- Ability to comply with instructions
- Ability to work under pressure effectively
- Ability to communicate orally and in writing
- Ability to lead and work as part of a team
- Proficiency in Microsoft Office applications
- Ability to schedule and efficiently carry out activities within time
- Ability to listen compassionately to the needs of clients
- Ability to negotiate in order to get the best available deal for clients
- Excellent interpersonal skills
- Proven ability to pay attention to details
- Experience in managing hotels
- Ability to foresee problems and nip them in the bud

- Ability to manage and solve problems and conflicts with gusto
- Proven project management skill is valuable in this field.