

Corporate Event Planner Job Description

Duties and Responsibilities:

- Identify and understand the needs and financial budget of a client (usually the event sponsor or host)
- Carry out market research and gather information concerning materials/resources that will be needed for the event
- Carry out pre and post-event evaluations and report back to the client
- Effectively handle any unplanned problem that may emerge during the event
- Work closely with PR or marketing units (in the case of a social event) to create adequate awareness
- Generate new ideas that will help in enhancing the quality of the event.

Corporate Event Planner Requirements – Skills, Knowledge, and Abilities

- Possession of excellent and effective communication skills is a must
- Must have good interpersonal skills
- Must be an exceptional leader at all times
- Must be able to work as a team member (in most cases, be the team leader)
- Must have good negotiation abilities. This is needed when dealing with vendors
- Must have good coordination, organizational, and time management skills/abilities
- A Bachelor's degree in a field that is related to event management
- A minimum of 3 years on-the-job experience in event planning.