

Corporate Meeting Planner Job Description

Duties and Responsibilities:

- Find out a suitable venue for a corporate event within the budget of an organization
- Handle the travel arrangements of all guests that will attend an event
- Receive bids from vendors and suppliers who will render different services on the day of the event
- Liaise with on-site staff to ensure that the event runs smoothly
- Carry out a thorough market research so as to gather resources that will be used for the event
- Carry out a post-event evaluation and report same to the client
- Work closely with the Public Relations department in order to carry out proper awareness about an event
- Handle logistics for a corporate meeting or event
- Coordinate business meetings for corporate organizations
- Help to build a strong relationship with all stakeholders – customers, investors, shareholders, media, and employees
- Ensure all vendors are on ground on the day of the event
- Obtain and scrutinize bills from vendors for food, drinks, equipment, and other services and ensure approval for payment
- Suggest ideas on how to make an event successful
- Welcome guests in person on the day of the event
- Keep track of finances for the event
- Consult with other professionals and attend industry events in order to be abreast of new developments in the industry
- Ensure that any problem that arises during an event is amicably resolved
- Inspect event venue and ensure it is in conformity with what the client wants
- Meet with the sponsors and the organizing committee to plan the scope of the event

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- Organize the registration of event participants
- Help to provide accommodation for participants of an event
- Monitor an event to ensure compliance with the rules and regulations where applicable.

Corporate Meeting Planner Requirements – Skills, Knowledge, and Abilities

- The possession of a Bachelor's degree in event management or at least 3 years of on-the-job experience in event management
- Excellent communication skills – written and spoken
- Possess excellent organizational skills and cognate experience in project management
- Ability to complete projects with minimal supervision
- Proficiency in using the web to conduct research
- Excellent computer skills in the use of Microsoft Suites – Microsoft Word, Excel and PowerPoint
- Well experienced in the area of social media for the purpose of engaging the public meaningfully
- Must have exceptional leadership skills
- Must possess coordination and time management skills
- Ability to work well under pressure and be able to adapt to new developments
- Must possess strong problem-solving skills
- Ability to think outside the box by proffering creative solutions to problems
- Must possess strong analytical skills
- Must be a team leader
- Ability to be calm under intense pressure will be key
- Must possess excellent negotiation skills
- Ability to pay attention to detail
- Ability to multi-task and plan different events at the same time.