

Event Coordinator Job Description

Duties and Responsibilities:

- Try as much as possible to understand the client's needs for the event at hand
- Hire capable staff to provide assistance in the course of the event
- Monitor the entire event proceedings
- Plan and execute the event based on the budget and financial ability of the host of the event
- Negotiate with appropriate vendors before the event
- Book venues for the event (if the need arises)
- Carry out checks and re-checks before the event commences.

Event Coordinator Requirements – Skills, Knowledge, and Abilities

- Possession of excellent communication skills
- Must be easily approachable. That is, have good interpersonal skills
- Must be able to work as part of a team and even lead a team if the need arises
- He/she must have good organizational and coordinating abilities
- Must possess excellent negotiation skills
- Must have strong problem-solving abilities
- Possess the ability to multi-task and prioritize responsibilities
- A degree in Catering, Event Management or in any other hospitality-related field
- Relevant experience in a similar role.