

Event Manager Job Description

Duties and Responsibilities:

- Communicate, maintain, and develop a long lasting relationship with clients
- Manage vendors or suppliers in a professional manner
- Ensure that the cost of an event is well within the budget agreed with a client
- Provide leadership and motivation in order to ensure synergy throughout the period of an event
- Responsible for the successful running of an event
- Ensure impressive and excellent customer service and quality delivery of projects
- Prepare invitation and send them out to guests ahead of time
- Book venue and negotiates the amount to be paid
- Coordinate the details of events such as weddings, birthdays, business meetings, anniversaries, etc.
- Work closely with the guest of honor on the day of the event so as to ensure that all requests are satisfactorily met.
- Ensure that guests get to the venue of the event with ease by providing transportation
- Train team members on the proper procedures for an event
- Promote the event through different channels – fliers, social media, radio, television, etc.
- Ensure that an event flows smoothly without a hitch
- Hire chefs and coordinate the ordering of food and drinks
- Ensure that the venue is well decorated ahead of the event
- Ensure that the bills of vendors or suppliers are well scrutinized by payments are made
- Assign different tasks to team members and ensure assigned tasks are handled creditably
- Do a follow up after the event by giving a post-event evaluation to the client
- Ensure that health and safety measures are observed to the latter

- Ensure there are facilities for car parking and traffic control.

Event Manager Requirements – Skills, Knowledge, and Abilities

- Possess a Bachelor's degree in Event Management or any other relevant discipline, or possess cognate experience in event management
- Possess strong organizational skills
- Possess strong problem-solving skills
- Ability to transform a client's thoughts into reality
- Possess planning, managing, and coordinating skills
- Must be a listener and possess deep thinking capacity
- Should possess good communication and negotiating skills
- Able to display a high level of creativity
- Ability to engage in multi-tasking effectively
- Ability to work well under intense pressure
- Should be able to work with a team and independently too
- Must show strong project management skills
- Must possess computer skills. He/she should be able to use Microsoft Word to make quotations for clients and PowerPoint for presentations
- Ability to use the Internet in sending and receiving e-mails and be able to use instant messaging apps such as WhatsApp. In-depth knowledge of social media is also critical
- Should be able to show leadership skills as a team leader
- Possess strong ability to take initiatives
- Be able to make budgets for events
- Must have an eye for detail
- Possess strong interpersonal skills
- Must be very decisive at all times.