

Event Planner Assistant Job Description

Duties and Responsibilities:

- Helps in reducing cost of running events
- Ensures the event coordinator's work is less cumbersome
- Ensures adequate compliance with fire safety regulations
- Assists in securing the best venue for the event after considering the event's budget, purpose, and the pedigree of the expected guests
- Makes certain that merchandise for the event are adequately supplied
- Prepares financial report on an event
- Attends to inquiries that may be made by clients
- Secures appropriate entertainment for the event considering the purpose of the event, expected guests, budget, etc.
- Ensures foods and drinks are adequate and qualitative
- Carries out a follow-up with clients in order to find out their level of satisfaction with the planning and final execution of the event
- Provides the client with a copy of the final financial report for his/her perusal
- Ensures the availability of adequate restroom facilities and toiletries
- Carries out a follow-up with invited guests on their level of satisfaction with the event.

Event Planner Assistant Requirements – Skills, Knowledge, and Abilities

- A minimum of High school leaving certificate
- Possess people management skills
- Possess proven customer service skills
- Effective conflict management and interpersonal skills
- Strong ability to communicate effectively orally and in writing
- Problem solving and marketing skills
- Strong ability to work as part of a team

- Possess outstanding organization and time management skills
- Ability to pay attention to detail and maintain quality focus and professionalism
- Computer literacy with dexterity in the use of Microsoft applications such as Microsoft Word, Excel, etc.
- Proven and excellent project management skill
- Strong ability to attend to clients compassionately.