

Event Planning Coordinator Job Description

Duties and Responsibilities:

- Prepares budget for events and ensures strict compliance with the budget
- Liaises with clients in order to find out the needs for their events and keep them up-to-date on its progress
- Secures event's venue
- Secures the services of entertainers (musicians, dancers, etc.)
- Creates financial report on the events for both the management and clients' use
- Prepares for all logistics necessary for events e.g. the registration of attendees, gift presentations, etc.
- Keeps a list of equipment necessary for events, e.g. computers, speakers, backdrop, chairs, tables, etc.
- Collaborates with the marketing team to develop the best marketing strategy for clients' events taking into consideration the purpose and venue of the events, and also the budget
- Delegates responsibilities like ushering, protocol, to team members
- Ensures restroom facilities are available at the event venue.

Event Planning Coordinator Requirements – Skills, Knowledge, and Abilities

- Strong ability to effectively perform on various tasks
- Possession of a degree in Events Planning, Hotel or Hospitality Management, Advertising, or Marketing is considered a plus by employers
- Strong ability to work efficiently under pressure
- Strong ability to communicate both in writing and orally
- Ability to work effectively with other members of a team and to provide quality leadership to the team

- Strong ability to work with Microsoft Office applications together with various other technological tools for planning events
- Strong ability to schedule tasks and carry them out efficiently within the set time
- Strong listening skills to be able to understand clients' needs and meet them
- Strong negotiation skills to be able to secure a great deal for clients
- Excellent interpersonal skills to be able to relate effectively with all stakeholders to an event
- Proven excellent ability to pay attention to details so as to ensure events go hitch-free
- Strong ability to predict problems and design appropriate solutions for them before they occur
- Strong ability to solve problems quickly in a calm demeanor.