

Job Specific Competencies
Event Planner

EVENT COORDINATION

- Assist with site selection
- Evaluate and negotiate facility and services selection, pricing and contracting
- Manage room block, rooming lists and attrition

Public Seminars

- Coordinate catering and meeting room setup
- Maintain knowledge of shipping processes
- Coordinate testing
- Coordinate with services team for staff and contract staff rooming arrangements and training details
- Review, code, and approve accounts payable
- Maintain accurate history of public seminars
- Record history profits and losses for public seminars
- Monitor attendee counts in relation to classroom

Conferences

- Perform site visits for Reliable Plant
- Prepare and distribute RFPs for Reliable Plant
- Coordinate site visits to prospective cities
- Evaluate and negotiate facility and services selection, pricing and contracting for staff event
- Facilitate group amenities
- Assist with onsite logistics
- Communicate audio visual needs to contractor, liaise with IT director and Marketing Director of needs and Noria inventory
- Assist with communicating onsite details to Noria staff
- Coordinate off-site reception and or offsite tours
 - Evaluate and negotiate facility and services selection, pricing and contracting
 - Procure prizes
 - Facilitate registration
 - Communicate and coordinate details with Graphics Department for marketing
- Coordinate International Summit
 - Coordinate catering and meeting room setup
 - Research prospective gifts and assist with final selection
 - Procure annual plaques, if necessary
 - Contract services and pricing
 - Prepare catering event orders

CONFERENCES REGISTRAR ACTIVITIES

- Receive and record registration requests
- Provide guidance to attendees and prospective attendees
- Maintain a knowledge of Noria events
- Monitor registration payments due
 - Supply invoices/receipts as necessary
 - Communicate payment status with accounting department
- Reconcile registration system data (Cvent) with accounting department (QuickBooks)
- Present discount incentives when applicable or necessary
- Communicate registration changes with accounting department, education department and marketing department
- Maintain a knowledge of registration software

- Train staff as needed

Public Seminars

- Maintain a knowledge of ICML certification options
- Provide support for onsite staff
- Maintain reporting as required
- Communicate training details to Sales and Services department
- Communicate hotel deadlines and training details to attendees and education department
- Receive hotel reviews

Conferences

- Contract onsite printing services
- Coordinate with onsite technical support
- Prepare registration software for onsite registration
- Manage onsite registration and registration staff
- Coordinate
 - Exhibitor registration with sales team
 - Group registration with sales team
 - LP registration with Licensed Partner Manager
 - Speaker registration with Editor
- Reconcile registration system data (Cvent) with accounting department (QuickBooks)
- Create and maintain visible reporting data
- Maintain promotion codes

SPECIAL PROJECTS

- Assist in maintaining information on website content for public seminars (i.e. FAQs, Cancellation Policy, etc.)
- Provide reports to marketing department as needed
- Maintain knowledge of promotions

SKILLS NEEDED

- Negotiations; contract review
- Knowledge of hospitality industry
- Strick adherence to deadlines
- Self-starter and demonstrate initiative and project ownership
- Vendor relations
- Organizational skills and prioritization
- Registration software ownership/experience
- Clear communication and phone skills
- Timely correspondence and communication via email and phone