

## Job Title: Conference/Meeting Manager

We are seeking an experienced and professional Conference/Meeting Manager to plan, organize and execute **virtual and in-person** meetings and events for our company. The ideal candidate will have experience managing and coordinating large-scale events, as well as the ability to communicate effectively with stakeholders at all levels. This role requires an individual who is highly organized, detail-oriented and able to work well under pressure.

### Key Responsibilities:

- Plan, organize and execute on-site, hybrid and in-person meetings and events, including scheduling, agenda development, and coordinating with speakers and attendees
- Communicate effectively with stakeholders, including senior management, clients, and colleagues to ensure that events align with company goals and objectives
- Manage and maintain event budgets and timelines and prepare RFPs for venue selection
- Manage and maintain various meeting platforms, including Zoom, Cvent, Teams, Webex, etc.
- Coordinate with vendors and suppliers to ensure all logistical needs are met
- Ensure that all events are executed smoothly and efficiently, including technical setup and troubleshooting
- Provide regular updates on event progress to stakeholders and ensure real-time updates in the Monday.com project management system.
- Create and maintain accurate documentation for events, including attendance records, notes, and follow-up actions
- Continuously assess and improve event processes and procedures

### Qualifications:

- Proven experience managing and coordinating large-scale events (both virtually and in-person)
- Strong communication and organizational skills
- Detail-oriented, with the ability to manage multiple tasks and projects simultaneously
- Strong problem-solving and troubleshooting skills
- Proven ability to work independently and as part of a team
- Strong computer skills, including proficiency in Microsoft Office
- Bachelor's degree in Event Management, Communications, or related field is preferred.
- Knowledge of event planning software and tools
- Ability to work flexible hours, including evenings and weekends
- Willingness to travel as required

This position is full-time and will require to work on-site occasionally and with occasional travel. Most work can be completed remotely.