



Senior Meetings Manager

We are looking for a qualified individual who will serve as a Senior Meetings Manager for assigned accounts.

This position will work directly with the liaison(s) of assigned accounts (clients) and be responsible for managing and executing all phases of meeting logistics planning for events including, but not limited to: RFP creation and review, facility/vendor contract negotiation, management of contracted vendors such as audio visual, catering, general contractor, security, shuttle, communications, and printing. Additional responsibilities will include database management, budget development and oversight, preparation of event resume/function books, and the creation of meeting room diagrams.

Requirements:

- Bachelor's degree required; degree in a related field preferred
- 5+ years industry-related experience; familiarity with medical meetings is preferred
- 3+ years experience in all elements of meeting logistics (preferably for conferences of more than 500 attendees)
- 2+ years managerial experience
- Proficiency with Microsoft Word, Excel, Outlook, PowerPoint and Access
- Must be capable of learning and using floorplan software
- Must have the ability to manage signage creation; and to design, produce and manage project timelines
- Must be a self-starter, detail-oriented, and able to multi-task
- Must have excellent organizational and proofreading skills
- Must be a team player who leads by example
- Travel required: 25 - 35%

We offer excellent benefits and a casual work environment. If you are interested, please fax your resume with salary requirement to 703-818-9177 Attn: HR or email your resume to jsajobs@jspargo.com.