



# Job Description

<b>Title:</b>	Conferences Administrative Assistant
<b>Reports to:</b>	VP Operations, Meeting Services
<b>Department:</b>	Meeting Services (MTGSRV)

## General Description

The Conferences Administrative Assistant is responsible for performing assignments associated with promotional and educational events including administrative functions for pre-meeting, activities and surveys, post meeting account close-out activities for outcomes and participant reporting to clients.

## Job Responsibilities

- Create individual meeting survey templates through Cvent and Survey Monkey
- Tabulate meetings department pre and post meeting surveys, create reports and maintain files
- Create PowerPoint presentations with survey results, including analysis of data with graphs and pie charts
- Maintain timeline for post event communication 45-60 days out, send follow up survey and prepare survey results for outcomes reporting
- Enter onsite registrations post meeting into Cvent and compile participant reports, signatures reports, onsite sign in forms and provide for Sunshine reporting
- Gather and provide information to Compliance Manager for reconciliations and Sunshine reporting
- Create attendee, faculty and sponsor badges for meetings
- Research restaurants, venues and maintain and update tables by city, state and venue options
- Maintain and update future industry and state association meetings and shows calendars
- Handle all requests and be accessible to clients and events staff while Office/Registration Manager is out
- Complete and email daily meeting counts when Office Manager is out of the office
- Work as back up to Event Planners while they are traveling, assist with speaker travel, venue sourcing and other necessary activities
- Other duties as assigned

## Qualifications

- Extensive experience in administrative functions in business office environment
- Advanced working knowledge of the MS Office Suite with strong emphasis on Excel and PowerPoint

*NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*



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- Adaptable to situations and changing demands
- Highly organized and able to handle multiple tasks simultaneously to meet deadlines
- Excellent time management and multi-tasking skills required

## **Travel**

- No travel required

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