



ASSISTANT STRATEGIC MEETINGS & CONGRESS MANAGER (ASMCM)

SUMMARY/OBJECTIVE:

The Assistant Strategic Meetings & Congress Manager is responsible for supporting Strategic Meetings & Congress Managers by supplying flexible support based on current client needs. The ASMCM has excellent communication skills, is comfortable working in a team environment and is a strong multi-tasker.

SPECIFIC TASKS

Task	Description
Note-taking during client calls	Weekly client calls require in-depth notes to be prepared and sent back to the client
Researching congress sponsorship opportunities	Research available marketing/sponsorship opportunities
Coordinating marketing materials	Notebook creation, meeting room signage, ordering, client pre-con slides
Sourcing venues	Researching venues' menus, AV capabilities, and spend requirements
Creating Reconciliation Reports	Prepare report of all costs associated with each Meeting/Congress for the Manager to approve
Managing touchpoint KOL meetings	On-site meetings with KOLs during shows
Supporting ancillary on-site needs	Sponsorship (symposium, dinner programs, etc.) assistance to include set-up logistics, attendee scanning, etc.
Registering on CVENT sites	Design, customize, and prepare for necessary travel needs
Compiling event and final confirmation details for congress attendees	Includes merging travel logistics, on-site meeting/show details, relevant contact information, etc.
Collaborating with vendors	Meeting room logistics, housing accommodations, travel logistics, sponsorship needs, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

ANALYTICAL SKILLS – Ability to compare, contrast and quality check work and keen attention to detail. Can present numerical data orally and in writing or through graphics.

COMMUNICATION SKILLS – Superior interpersonal and customer service and conflict resolution skills.

COMPUTER SKILLS – Proficient in Microsoft Office Including Word, Excel and Power Point, especially spreadsheets, database and reporting tools. Knowledge of CVENT and/or is preferred.

DECISION MAKING SKILLS – Ability to make clear, concise decisions and solve complex problems.

ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS – Establishing and maintaining an excellent relationship with the client and the participants is critical to the success of this position.

ORGANIZATIONAL SKILLS – Ability to organize, plan and prioritize work in a fast paced work environment. Ability to achieve goals in a timely fashion.

TRAVEL – Occasional travel to meet with clients and provide onsite logistics is required. This may include weekend and evening hours.

WORK ENVIRONMENT, POSITION TYPE, EXPECTED HOURS

Work Environment

This job is a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work are Monday through Friday, 9:00 a.m. – 5:00 p.m., 40 hours per week. Ability to commit more than 40 hours per week on an as-needed basis

Travel

This position requires occasional travel to meet with clients and attend programs. This may include weekend and evening hours.

Required Education and Experience

- Related Bachelor's Degree
- Fluency with Microsoft Office required; Fluency with Adobe Creative Suite is a plus
- Knowledge of CVENT preferred
- Must be able to lift and carry a minimum of 25 pounds and to physically participate in the movement, set-up, and storage of event related items/materials

EEO Statement

The CM Group is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, genetic information, citizenship, age, disability, pregnancy, genetics, veteran status, or any other protected status under applicable federal, state, or local law.

***This document describes the position currently available. It is not an employment contract.
The CM Group reserves the right to modify job duties or job descriptions at any time.***

Other Duties

Please 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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