



# SPEAKER BUREAU ASSISTANT

## SUMMARY/OBJECTIVE:

The Speaker Bureau Assistant (ASBM) is responsible for providing full administrative support to the Speaker Bureau Manager to ensure that programs being planned are executed successfully. The ASBM is involved from the inception of these programs until the program has completed.

## JOB FUNCTIONS:

The ASBM is responsible for all administrative tasks pertaining to speaker bureau events. These tasks include sourcing, contracting and coordinating with venues to host speaker bureaus. The ASBM also ensures that proper compliance protocols are met in executing the events. Additionally, the Assistant maintains and finalizes the BEO's and event trackers.

The ASBM must have the ability to exercise independent judgement to ensure the accurate management of expenses for multiple meetings in accordance with budgetary requirements. The ASBM is solely responsible for the development, creation and final approval of hotel contracts including budget allocation for food & beverage, room rental and audio visual. This requires excellent data analysis, fiscal accountability and sound judgement.

This position is a vendor-facing position that requires excellent customer service skills. The ASBM has direct responsibility for collaborating with other team members to ensure seamless coverage.

- Source venues for Speaker Bureaus
- Coordinate logistics of Speaker Bureaus with venues including:
  - Room requirements
  - Spend per person requirements
  - AV needs
  - Manage venue contracts
  - Create and sends invitation
  - Tracks RSVPs and communicate with venues
  - Track costs post-program and report into proper trackers

## SPECIFIC TASKS

KOL (key opinion leader) recruitment	Agreement Management
Travel Coordination	Client meetings
Hotel Coordination	Contract Negotiation
Venue sourcing and booking	Client Relationship
Audio Visual Coordination	Manage Confirmations
Create Meeting Invitations	Attendee Contracts
Manage Registration Websites	RSVP Tracking & Updates
Budget Reconciliations	BEO's
Speaker Fee and Expense Processing	Program Evaluations
Sunshine Reporting documentation	Materials Management
Budget Management	Compliance Reporting

## **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 skills.

**COMPUTER SKILLS** – Proficient in Microsoft Office including Word, Excel and Power Point, especially spreadsheets, database and reporting tools. Knowledge of CVENT 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** – Some travel may be required. This may include weekend and evening hours.

## **WORK ENVIRONMENT, POSITION TYPE, EXPECTED HOURS**

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

This is a full-time position. Days of work are Monday through Friday, 40 hours per week.

### **Required Education and Experience**

Bachelor's Degree in communication or business-related field required

1-2 years of related work experience preferred (customer service field, ideally speaker bureau or meetings and events)

### **Preferred Education and Experience**

Related bachelor's degree or CMP preferred

Knowledge of salesforce preferred

Knowledge of CVENT preferred

***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.***

**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.

**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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