



Meeting Coordinator & Event Marketing Specialist

Nexus Global Meetings & Incentives, LLC – Greenville, SC

ABOUT US

Nexus Global Meetings & Incentives (www.nexusgmi.com) is a boutique meeting planning firm that provides professional meeting planning services to discerning clients who demand the highest levels of performance and service. Nexus specializes in C-level meetings and events both domestically and internationally. The foundation of the business is built on the premise that our clients prefer a boutique-style firm that is a valued and vested partner in the success of their business. Our business is growing and we are looking for a professional, enthusiastic, self-starter to join us as we expand.

DESCRIPTION

The Meeting Coordinator & Event Marketing Specialist will directly support the Managing Director by coordinating various aspects of meetings and events. The ability to work independently and communicate effectively and work in a professional manner with high profile clientele is critical to success. This position also plays an important role in the day-to-day operations and marketing of the business. The ideal candidate will have a creative mind, excellent written and verbal skills, a knack for organization and process development, a fearless nature with regards to IT and software systems, and experience with social media, graphics and basic web design.

RESPONSIBILITIES

Meeting/Event Coordination:

- Basic meeting logistics and event specifications preparation
- Sourcing – research of potential venues and suppliers
- Rooming list management
- Transportation manifest management
- Computer-aided event design and seating assignments
- Scheduling – travel / meeting invitations / appointment scheduling
- Coordinating print materials – menus, place cards, name tents, badges etc.
- E-invitation and event registration website management

Marketing and Administration:

- Active involvement in the growth of the company via participation in the development of systems, sales and marketing initiatives
- Development and management of social media initiative
- Event invoicing and expense tracking
- Scheduling/managing travel itineraries
- Other functions as assigned

QUALIFICATIONS

Required:

- Bachelor Degree in Business, Hotel Management, Event Management or related degree
- High degree of professionalism – will interact with C-level executives and their support teams – strong verbal and written communication skills are a must
- Highly organized and detail oriented
- Demonstrated presentation skills and proficiency with Office applications (with emphasis on PowerPoint, but advanced Excel skills preferred as well)
- Ability to travel occasionally (domestic and international) to support event logistics and execution
- *Positive can-do attitude and strong desire to be a key contributor in a highly dedicated team*

Preferred:

- Prior work experience in event management, hotel catering, convention services
- Previous experience with Wix, Cvent, Swoogo or similar event website design platforms
- Prior responsibility in social media coordination
- Knowledge of Adobe Suite, Photoshop, or similar graphic design software

Job Type:

Full-time