



Full-Time EXPERIENCED Event and Project Coordinator West Des Moines, Iowa Headquarter Office

Conference Event Management (CEM), with headquarters in its West Des Moines office in Iowa, helps companies increase their sales and or productivity by creating and implementing innovative strategies through planning and facilitating meetings, travel fulfillment, incentive trips, hotel and cruise bookings, and special events worldwide. In addition, the company helps clients contract the best speakers & entertainers for their events, provides individual travel rewards, and creates custom reward strategies to engage employees and sales forces.

▲ Responsibilities (Subject to Change)

This well-rounded position in a fast-paced environment allows chosen candidate to team up with event team members in a multitude of areas, serving as a critical co-team member on specific accounts, especially association and corporate clients desiring exceptionally well run events, which could include assisting them with these responsibilities:

- Client attendee management: communication pieces (from congrats or pre-event letters to on-site program, luggage tags, and more); website registrations (writing copy, builds and uploading data, proofing and testing, as well as reporting); manage room blocks (extensions, confirmations, and reporting); liaison with air specialist for any ticketing questions; gifting customization by attendee; answering any attendee calls or emails; taxation chart management for applicable events; post-event surveys
- Post-event close out for accounting reconciliation
- Assist with planning site inspections
- Merchandise reward programs and group amenities and alternative gifting
- Being a resource to the entire event team, including with relationships, vendors, and attendee data requirements
- While quantity of trips is not guaranteed, travel will likely be required to work events which could occur at any time throughout the year, which could include international and/or domestic travel-related events (events may span multiple days away at a time). While on site at a client event, deliver exceptional service to attendees and the client by being a solution provider and always maintaining a positive attitude. Ability to handle stressful/difficult situations in a calm manner and with complete professionalism.
- As an integral part of the CEM team, responsible for handling, assisting or providing back up as requested for company services, and for handling other responsibilities as assigned

▲ Preferred & Beneficial Knowledge, Skills and Abilities

- Two years prior relevant full-time event planning experience for large off site corporate and association events, including a minimum of two years in a professional office setting using Excel, is extremely beneficial.
- Ability to manage many projects simultaneously and assist team members with a multitude of event tasks and requests, with great accuracy on all projects and documentation, and as a proofing partner
- Knowledge of travel and event industry
- Strong organizational skills, excellent communication skills, and excessive attention to detail
- PowerPoint, Excel, email systems, word systems, meeting apps, internet and other necessary computer skills

▲ Frequently Asked Questions:

- Must the position reside in the West Des Moines headquarters? [Yes](#)
- I'm not very good at writing – is that important? [Yes, all of our written communications going to attendees must be well written, engaging, and 100% accurate. As the main position is to service the attendee, writing is integral.](#)
- I don't have any interest in travel? [You probably want to pass on applying as it is not possible for us to control the timing of our client events and as this is a growing company, we are unsure if this position would be requested to travel once a year or many times a year.](#)
- I loved my last position, but there were too many details and too many events operating at the same time. [If you don't enjoy jumping back and forth among many projects at one time, living in Excel, working off extensive check lists, operating in an extremely fast-paced environment where processes, rigor and accuracy are necessitated, utilizing today's latest technology, all while supporting ALL the aspects of event planning from A to Z, and any office needs, this may not be the place you wish to submit your application.](#)

Great benefit package, including an opportunity to be involved in community outreach, Culture Club, and a chance to grow with us.

More details provided to those chosen for interviews. To apply, submit your resume to Careers@myCEM.com and include salary requirements.