



World Travel Inc. Corporate Event Planner Description

World Travel Inc. Global Meeting and Events Team is proud to be named a CMI 25 top meeting and incentive company in North America.

Our Global Meeting & Event Team is a highly visible position that requires top notch customer service skills, it demands a high level of professionalism and readiness to handle all planning and organizational details of the events in which s/he will handle.

The ideal candidate will enjoy working in a fast-paced environment and will be able to multitask and prioritize with ease. Exceptional attention to detail and ability to be creative and challenge the norm is a must. This position will require continued education on technology and industry best practices to ensure that WTI continues to be an industry leader.

Roles and Responsibilities:

- Source, plan and manage the execution of corporate meetings and incentives.
- Manage event site selection process and contract negotiations with hotels and other venues for events.
- Oversee requirements for rooms, meeting facilities, food & beverage, materials, a/v equipment, etc. and arrange all events with hotel/off site venue/caterer/other vendors.
- Negotiate contracts and manage all aspects of ground transportation for events.
- Determine Roles & Responsibilities to assure a flawless meeting onsite by coordinating all efforts with hotel and catering personnel.
- Deliver a high-level internal meeting experience.
- Achieve clients budgeted goals through close monitoring of all expenses.
- Complete Event Coordination & Management including Invoice Reconciliation and Internal Final Billing.
- Build and maintain strong working relationships with colleagues and industry contacts.
- Closely collaborate with our team on continuous process improvements.
- Travel and flexibility in hours required.
- Attend and lead client discovery calls and f2f client meetings.

Relationships:

Internally, this role will interact with our planning team, air team and accounting departments.

Externally this is a client facing role as well as interaction with our meeting related vendors.

Qualifications:

- Must have a minimum of 5-7 years domestic and international meeting planning experience.
- Bachelor's Degree preferred; however, industry education is acceptable.
- Demonstrated grasp and knowledge of the highest levels of service, and ability to deliver and manage events at the highest levels of excellence.
- Strong interpersonal, written, and oral communication skills.
- Minimum 5 years' experience required in developing event websites and managing registration platforms such as Cvent or similar.
- Demonstrated ability to manage and maintain budgets.
- Prior experience negotiating contracts for meeting services with hotels and other providers.
- Vast knowledge and experience in the hospitality industry as well as in depth knowledge of the hotel, travel and meeting planning business is required, particularly in terms of service expectations and negotiations.
- On-site event management experience is required.
- Demonstrated time management skills and ability to meet deadlines.
- Demonstrated ability to interact with senior level and C-Suite clients.
- Proven Event Operation Management and Customer Service focus and approach.
- Strong Client Focused/ Customer Service Skills
- Highly competent in Microsoft Office (word/excel), PowerPoint, etc.
- Must be a highly motivated, solution oriented, collaborative, and decisive Meeting Planner.

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