

## Entry Level Event Coordinator

**An Elegant Endeavor, Inc. will soon be a leading Event Planning firm in the Metro Atlanta area and Nationwide with the help of the elite Event Coordinators we are looking to hire. We are in search of innovative, team-oriented individuals that enjoy working with others and establishing relationships with prestigious clientele. We are a newly developed company looking to hire event coordinators ASAP!**

### **Purpose of Position**

The main focus of this position is to plan, coordinate, and execute our clients' events. You will work closely with other Event Coordinators and sales teams, to produce shows, events, weddings, and other endeavors utilizing your planning and marketing expertise to help develop and complete the events that will increase demand and drive revenue.

### **Primary Responsibilities**

- Impacts revenue by developing, supporting and executing sales lead initiatives and networking.
- Plans and Executes Events.
- Works with appropriate clients in corporate, private, and not-for-profit sectors.
- Works with brides and grooms to assist in creating their customized wedding vision.
- Provides coordination and project management to ensure event success.
- Attendance required for the events planned and/or coordinated.
- Evaluate and report on the use of existing planning, coordinating, and sales tools and/or vendors.
- Provides input on need for additional tools and/or vendors.
- Markets event and works with Community Development to raise awareness and drive high levels of attendance and participation by targeted audience for public events.
- Recommends new ideas to generate more revenue and company growth.
- Continuous Market Research and Education i.e. Cultural Traditions, Blogs, Latest Trends, Styles, Etiquette, etc.
- Communicating with vendors and negotiating contracts

### **Desired Skills & Knowledge**

- 1-2 years' experience or training in event planning, marketing, and/or sales preferred, but willing to consider the right candidate
- 3-5 years' experience in customer service or other people-oriented fields desired
- Sales experience a plus
- Knowledge of Salesforce

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- Knowledge of International Wedding Traditions a plus
  - Exceptional organizational and project management skills
  - Exceptional communication skills
  - Ability to work independently and within a team environment
  - Desire to succeed and operate in the vision of An Elegant Endeavor, Inc.
- We are dedicated to nurturing a team environment in order to deliver unsurpassed results for our clientele. An Elegant Endeavor, Inc. is always looking for premium and enthusiastic individuals who can bring innovation and vigor to our client's events. Our all-inclusive training program is geared towards the entry level and is designed to cross train in all facets of event coordination and execution. Please submit your resume today for immediate consideration. We look forward to speaking with our eligible aspirants soon!
- Individuals with the following background and experience are encouraged to apply: Event coordination, sales, entertainment, marketing, advertising, customer service, public relations, promotional advertising, communications, management, business development

**Qualifications**

- Must be 18 or older to apply
- Must pass the background check
- Must be authorized to work in United States
- Strong and persuasive outgoing personality with superior communication skills to engage potential clients
- Bi/Multi-lingual is a plus (Spanish, Urdu, Arabic, French, Japanese, Korean, Chinese, Hindi, Vietnamese, Portuguese, etc.)
- Attention to detail and a desire to succeed

**Job Details**

- Weekly hours from 20 to 40
- Must have a flexible schedule
- Job requires evening, weekend and holiday working hours
- Comprehensive training provided

**Job Duties**

- Meet with customers to identify their needs and match to our products and services
- Effectively present the products and services we provide to your clients
- Conduct presentations and educate the potential clients about our services and products
- Assist in the set-up of events and programs.
- Assist in the tear down of events and programs so that the venue is returned to its original state.
- Follow written and verbal directions as they are given from Sr. Coordinators and supervisors.
- Provide excellent customer service throughout the duration of events.
- Complete all tasks given to you before and after events, including full set-up and tear down.
- Assist maintenance and concession staff in any duties they may need help with throughout the night.
- Occasionally work with both hands and possibly power tools when needed.
- Blog Writing

**Job Requirements:**

- Work within the parameters of AEE's Code of Ethics
- Must have dependable transportation
- Must have a dependable updated computer
- Data Entry
- Time Tracking/Management
- Budget Planning
- Show up in a timely manner for all work shifts.
- Maintain a professional appearance for all encounters with clientele, vendors, and media outlets
- Extreme Organization
- Great Attention to Details and Creative
- Ability to Listen Effectively
- Knowledge of Microsoft Office Suite
- Budget Conscious

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- Ability to Read, Speak, and Write English Effectively

## **Earning Potential**

- 100% Commission based.\*\*
- Contests to keep the fun and competitive atmosphere going
- Bonuses when goals are met

\*\*Your earning potential depends on you. The more events you book the more you make. No limit to the amount of money you can make!