

Event Coordinator + Administrator

Linder Global Events is searching for an Event Coordinator and Administrator who has experience in event management and execution; with one to three years of demonstrated skill supporting and producing events that inspire audiences, achieves client-identified goals, and provides measurable results.

Responsibilities:

- Supports the planning team and execution of multiple events annually, ranging in size from intimate events to large-scale, multiday conferences and festivals, locally and nationally.
- Forges strong relationships with the Linder team and key partners, and positively manages day-to-day communication with both internal staff and colleagues and external partners and vendors.
- Communicates and organizes clearly and efficiently to each project team member on defined tasks assigned.
- Thinks creatively, with an emphasis on customer services to meet client and team objectives for all events.
- Industry skills include:
 - Arranging Travel and Accommodations
 - Collateral Management
 - Data/Information Management
 - Event Technology
 - Food & Beverage Management
 - Memo Writing
 - Note Taking
 - Scheduling for Internal Team, External Partners and Clients
 - Sponsorship Management
 - Volunteer Management
- Proactive on deliverables across multiple projects, anticipating needs based on Linder's scope of work and event milestones.
- Has an entrepreneurial spirit, track record of initiative, and ownership of work.
- Possess a true service ethic, spirit of generosity, and gracious sense of humor.
- Takes direction from the project lead and anticipates, recognizes, analyses, and solves problems involving client and team members.
- Works with Linder leadership and operations as needed on special projects as requested.
- Accepts, follows, and implements Linder's procedures and policies

- Is a role model, exemplifying Linder core values, mission and commitment to the company, fellow team members, clients and vendors.

Key Qualifications:

- One to three years of prior event management, hospitality experience and/or administrative support.
- A team player with leadership skills.
- A problem solver - highly organized with excellent follow through.
- Excellent communication skills-verbal and written involving high level communications with internal and external contacts.
- Ability to prioritize workload proactively and expeditiously.
- Demonstrated ability to take initiative, anticipate needs and exercise independent/sound judgment.
- Proficient in various event software and virtual platforms.

Education/Certifications:

- Degree in PR, Marketing, Hospitality Management, English or related field is preferred.

Key Accountabilities:

- Quality – Production of high-quality work across project deliverables, communication and team participation.
- Vendor Management – successfully and effectively interact with vendor partners to produce high quality output and positive working relationship, measured by vendor feedback.
- Project Efficiency – Creates and ensures efficient project plans and team utilization of small scale programs and events measured by achievement of key milestones outlined at the inception of the project.
- Professional Growth – Actively seeking out educational opportunities for skill set and/or experience by attending conferences, classes, webinars, shadowing or networking.