

Conference Assistant

Job Summary

The Scientific Consulting Group, Inc. (SCG) seeks a Conference Assistant to join the meeting department. Duties include but are not limited to logistical support, webinar hosting, meeting materials preparation, tracking registration, database management, and speaker/travel coordination.

- Bachelor's degree required
- Event/meeting planning or related hospitality work experience preferred
- Clear accurate written and verbal communication skills
- Ability to travel and work flexible hours
- Exceptional customer service skills and ability to work effectively with clients and vendors
- Must be detail-oriented, sharp, professional, independent, and self-motivated
- Proficiency with Microsoft Office products
- Proficiency with virtual meeting platforms including Zoom and WebEx

Interested candidates should submit a resume and cover letter to: recruitment@scgcorp.com

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.