

**URGENT!!!**

**Job Posting: For a Government Meeting Planner**

**Contact: [Joy.cain@continenttours.com](mailto:Joy.cain@continenttours.com)**

**Looking to hire within the next 30 days**

We are a Travel Agency based in Center City Philadelphia PA 19109 and looking to hire a Government Meeting Planner to complete our Team. We are looking for the following criteria to work from our office location, Hybrid or virtual for the right person.

**Position Function:**

- Design meetings/events for Governmental Agencies including all logistical planning and creative imagination of meeting elements.
- Source meetings/events venues and vendors including negotiation, contract execution and ongoing contract monitoring
- Vendor Management and the ability to encourage hotels, venues, facilities, transportation, speakers, décor, etc.)
- Manage all meeting services including room blocks, food and beverage planning & ordering, audiovisual planning & ordering, ground transportation as well as Airline reservations.
- Budget development and management
- Create and monitor program registrations
- Mostly domestic events within the US but occasionally could be International.

**Key Skills for this Position**

- Works well under pressure and meets deadlines
- Is detail-driven and possesses good organizational skills
- Ability to multi-task while staying on target
- Ability to work well independently and as part of a team
- Demonstrates leadership and ownership of programs
- Ability to communicate effectively both verbally and in writing
- Projects hospitality service spirit/Service oriented
- Must have experience with various virtual platforms such as Teams/Webex/Zoom
- Working knowledge of CVENT a plus

**Salary & Benefits**

**Competitive Salary & Benefits**

**Please send your resume to: [joy.cain@continenttours.com](mailto:joy.cain@continenttours.com)**