

Professional & Scientific Associates is seeking a Senior Meeting Planner. This is a full-time position performed remotely and at client sites as necessary.

Please send resume and cover letter to: Deb Borg, Human Resources, deb@suppleegroup.com

Summary of Position:

SUMMARY

Coordinate all aspects of professional meetings and events including pre-planning, onsite execution and post-event wrap up.

SUPERVISOR

PSA President

SUPERVISORY RESPONSIBILITIES

Meeting Planners, Administrative Assistants, as directed

RESPONSIBILITIES (Additional duties may be assigned)

- Acts as main client liaison, providing proactive consultation throughout program development and execution.
- Exercises independent discretion in meeting with clients to assist in developing and determining meeting logistics requirements.
- Responsible for project financial management, monitoring task order budgets and ensuring all task order expenditures are authorized, reported and processed appropriately and ensuring all client invoices related to task orders are prepared and submitted in a timely basis. Authorizes and approves vendor invoices, ensuring costs are allocated appropriately.
- Ensures all statements of work and contractual technical requirements are understood, including any contained in task order modifications.
- Negotiates and contracts appropriate locations, facilities and services for gatherings, such as grant reviews, conferences, workshops, and meetings. May involve local, out-of-state and out-of-country site selection visits.
- Supervises staff in coordinating travel arrangements and approves reimbursement of travel expenses, per diem and honoraria.
- Directs preparation and ordering of meeting materials.
- Coordinates logistics of meetings on-site, including conducting pre- and post-conference evaluations. Manages and implements complex logistical elements of program such as AV, food/beverage, transportation, meeting space logistics.
- Develops and coordinates correspondence with the client, which will provide attendees all required facts concerning each particular meeting.
- Negotiates and contracts with vendors for support services, such as AV equipment, copier rental, transcription services, printing, signage, supplies, etc.
- Supervises the pre- and on-site registration process.
- Supervises preparation of grant applications for panel review process including numerical assignment and ordering, duplication, and reviewer distribution.
- Leads a team of meeting coordinators and other support personnel, providing technical training, communication and mentoring. Develops on-site staffing plans.
- Prepares monthly and final status reports on Work Assignments.

- Coordinates the production of program collateral, signage and gifts, including design and content development.
- Manages reconciliation of final bill and all post-program deliverables and coordinates post-program reports.
- Exercises independent discretion in seeking new business opportunities and expanding current client base.

QUALIFICATIONS

- Minimum of four (4) years experience in conference management, planning for meetings or workshops. Prior employment in the hospitality or travel industry is acceptable if duties included conference or meeting management.
- Bachelor's degree required
- CMP Certification preferred
- CGMP Certification preferred
- Experience as a Lead Planner of large conferences (500 or more) preferred
- International event planning experience preferred
- Able to travel both domestically and internationally
- Ability to lead a team of multiple internal and contract staff
- Exceptional client and vendor management skills
- Experience managing large, complex budgets through to final reconciliation
- Superior organizational and multi-tasking abilities
- Must possess excellent communication skills, both verbal and written; ability to handle complex matters over the telephone, and proven tact in dealing with others
- Knowledge and proficiency in job-related computer software and applications (MS Suite of Products, Adobe PDF)
- Superb customer service skills

The salary for this position is \$50,000 to \$70,000 and includes a comprehensive benefit package.

Professional & Scientific Associates is an Equal Opportunity Employer.