



EXPERIENCED Event Planners – Contractors Welcome (Up to Senior Level) West Des Moines, Iowa Headquarter Office

We have opportunities for those with experience planning corporate and association meetings, symposiums, conferences, conventions, incentive trips, special event, large sporting events and tradeshow, especially someone with two years or more in a professional event setting, on up.

Conference Event Management (CEM), with headquarters in its West Des Moines office in Iowa, helps companies increase their sales and or productivity by creating and implementing innovative strategies through planning and facilitating events worldwide. In addition, the company helps clients contract the best speakers & entertainers for their events, provides individual travel rewards, and creates custom reward strategies to engage employees and sales forces.

▲Responsibilities (Subject to Change)

Our event planners team up in a multitude of areas, especially with financial, agriculture, association and corporate clients desiring exceptionally well-run events and meetings, which could include these responsibilities:

- Complete management and planning from start to finish of client events, ensuring all deadlines are hit. Managing, planning, coordinating and assisting with events. Working in partnership, team members handle all event tasks, including in collaboration for effective and engaging event marketing and communications (event marketing campaigns, meeting apps and websites) and attendee management.
- Travel required by more senior planners for conducting site inspections, while all levels of meeting staff may be involved in facilitating or working on an event, and or for on-site trip directing. While quantity of trips is not guaranteed, travel will be required to work events throughout the year, which may include international and/or domestic travel-related events spanning multiple days away at a time. While on site at a client event, event team members deliver exceptional service to attendees and the client by being a solution provider and always maintaining a positive attitude. Ability to handle stressful and difficult situations is a part of the position, while doing so in a calm manner and with complete professionalism.
- Negotiate services and fees with vendors and oversee associated financial management overview and event reconciliation. Various team members will have various levels of responsibility which can include advising and or selection of sites, meeting agenda, room layouts, venues, menus, audio-visual, events, activities, special requirements and all components associated with events and various event planning tasks.
- Creating extreme value for clients and offering a consultative approach to offer creative event solutions.
- As an integral part of the team, responsible for handling other responsibilities as assigned.

▲Preferred Knowledge, Skills and Abilities

- Ideally, applicants would possess a BA/BS and/or have relevant meeting planning experience of over four years; **International luxury group trip planning considerably desirable** and certified meeting planner (CMP) is a plus
- Knowledge of travel and event industry
- Strong organizational skills and excessive attention to detail, including proofing
- Meeting apps, meeting website registration, Excel, email systems, word systems, internet and other computer skills necessary

▲Frequently Asked Questions:

- I can only travel at certain times and don't really want to travel too much? [This position requires flexibility of timing and the ability for any amount of travel](#)
- I loved my last position, but there were too many details and too many events operating at the same time. [If you don't enjoy jumping back and forth among many projects at one time, living in Excel, working off extensive check lists, operating in a fast-paced environment where rigor, discipline and accuracy are necessitated, utilizing today's latest technology, all while supporting ALL the aspects of event planning from A to Z, and any office needs, this may not be the place you wish to submit your application.](#)

More details provided to those chosen for interviews. To apply, submit your resume to Careers@myCEM.com.