

Manager Events and Conferences

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$42.00 to \$48.00 hourly
Employment status: Contract / Temporary

Description

Hilton Supply Management HSM is the largest global hospitality-focused organization that supports our brands owners and operators. With 11B of spend influence and over 2000 suppliers this function has transformed how supply chain and procurement adds value to the hospitality industry. HSM is a strong partner to all our brands helping influence and drive programs with unique and distinctive products and services. HSM is proud of its diverse and skilled team members worldwide that also give back to the community by supporting aggressive sustainability supplier diversity and responsible sourcing goals.

Responsibilities?

You will lead efforts for HSM to connect with key customers and stakeholders that are critical to growing the business. The Manager will work cross-functionally with the HSM Sales and Service team to develop strategies for engaging our top clients at custom events and conferences around the globe. You will oversee all planning related to events and conferences, either through managing external agencies for larger events or executing logistics yourself for smaller events. The Manager will work to ensure that HSM shows up well and every touch point with customers, including event communications, reflects the high-class experience that our clients have come to expect from Hilton.

Requirements

Duties:

- Set strategy and yearly event calendar in coordination with the HSM Customer Engagement team, pitching new and creative event ideas that will entice our customers
- Oversee and execute all aspects related to the event to ensure our customers have a world-class experience including venue contracting, catering, transportation, etc.
- Develop event outlook presentations for Senior Leadership and communicate regular status updates with key internal stakeholders
- Own all communications related to the event or conference and manage an outside creative agency to develop needed communications
- Coordinate with Senior Manager Brand Strategy to develop unique event branding and marketing for specific events
- Create and manage the event budget; handle all billing and invoicing related to the event and deliver each event according to allocated budget
- Partner with the HSM Sales and Service team for key industry conferences to ensure HSM has a strong overall presence
- Provide materials and support for ancillary conference events including but not limited to breakout sessions and customer dinners

What are we looking for?

- Self-starter that has a positive energy and is willing to take ownership of responsibilities
- Visionary that can set high-level event and conference strategy that achieves business objectives with tactical experience to execute logistics on-site
- Meticulously detail-oriented with superior organizational skills to accurately monitor all aspects of concurrent events
- Creative problem-solving skills to effectively find solutions for problems and adjust plans on the fly while maintaining a high level of professionalism and integrity
- Sound judgment and decision-making skills to consider the relative costs and benefits of potential actions and to provide recommendations for optimal solutions
- Personal ownership over the events and the ability to work independently based on feedback from Senior Leadership and stakeholder teams
- Advanced written and verbal communication skills with strong executive presence to engage with top customers and Senior Leadership

Qualifications:

- 5-7 years experience in event/conference management
- Proficiency in MS Office Suite, especially PowerPoint
- Demonstrated ability to work autonomously
- Ability to travel up to 30% of the time

Requirements;

- BA/BS
- 7-9 years experience in event/conference management
- Global experience working in the hospitality or travel industry
- Experience managing vendors and external agencies

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