



MEETING MANAGEMENT SERVICES

WHO WE ARE: Meeting Management Services, Inc. (MMS) an independently owned, and minded meeting planning firm located in Washington, DC. We have experience across the entire United States and over 6 continents providing our clients with full-service planning and consulting for association and corporate conferences. We sweat the small stuff that most planners don't and are obsessed with presenting an exciting attendee journey wherever we go. Our clients, who have been with us for decades, don't see us as a third-party company, but a family. Our consultative approach and tireless drive allowed us to grow even during the pandemic.

WHO YOU ARE: An dedicated and detail-oriented recent grad interested in the meetings industry to join our dynamic & close-knit team and is ready to take on challenges in a fast-paced setting. You are enthusiastic about learning, ready to take on hands-on tasks, and excited about planning events for large companies. This role is ideal for someone who thrives in a dynamic environment, enjoys tackling challenges, and is passionate about creating memorable experiences.

Key Responsibilities

- **Registration**
 - Manage dynamic registration websites and mobile apps on a varied set of registration platforms including Cadmium, Cvent, EdgeReg, and Salesforce (HTML/CSS knowledge highly valued)
 - Maintain accurate attendee records and reports, ensuring all information is up-to-date and organized.
 - Provide exceptional customer service to ensure a positive attendee experience and address any concerns or questions effectively
- **Administrative**
 - Create and update client files with meeting details
 - Oversee and report on hotel room pick-up versus contractual obligations
 - Research and contact potential vendors (caterers, venues, AV providers)
 - Send RFIs and compare proposals to ensure the best value
- **On-Site Event Support**
 - Execute on-site meeting duties, as assigned.
 - Set up and breakdown event materials
 - Manage registration/expo desks and check-in process
 - Monitor event flow and address any issues on-site
- **Project-Based Tasks**
 - Research industry trends and best practices (including food and beverage options, reception décor, and entertainment)



MEETING MANAGEMENT SERVICES

Desired Skills

- Possesses strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal abilities.
- Capable of working independently as well as collaboratively within a team.
- Familiarity with databases and data management. Experience working in and managing SaaS products such as Cvent Flex, Cadmium EdgeReg (formerly EventRebels), Salesforce event management platforms (Fonteva, Nimble, etc.), and Stova is a plus
- Proficient in Microsoft Office Suite and project management tools.

Travel Requirements

- Travel to 3-6 events annually, up to 7 days per event, average is 5 days.
- Occasionally, back-to-back travel may be required.
- Travel will often overlap with a weekend, compensated with additional paid time off (PTO). From time to time, overlap holidays, both national and religious (compensated with additional PTO).

Physical Requirements

- Normal office environment requiring use of typical business equipment.
- Assist with onsite set-up (moving of boxes up to approx. 25 lbs., unpacking, packet stuffing, etc.)
- Periods of long standing and walking 5+ miles a day. Many conferences will occur in convention centers.

Company Benefits (available after three months of employment):

- 14 days of paid time off accumulated over a year.
- Subsidized Health Insurance, including vision and dental coverage.
- Company paid life insurance policy.
- Company paid short term and long-term disability.
- Access to Health Flex Spending Account
- Participation in company 401(K)

Interested candidates must send a cover letter and resume via e-mail to careers@mmsmeetings.com. *Resumes received without a cover letter will be rejected.*