



MEETING PLANNER - \$70,000+

Job Description:

We have an exceptional opportunity for an experienced Meeting Planner. This is a true career opportunity with strong income and upward advancement. You will be part of a key team in a fast growing tech-based company. We have a modern, well-equipped headquarters in Atlanta but have the flexibility to allow the exceptional candidate to work in a different city or home office if wished with twice per year headquarters planning meetings.

Company Description:

BizSummits is one of the top business communities for corporate executives in the world. Today, with thousands of business professionals as members, BizSummits provides premium information and knowledge on pressing issues concerning current trends along with news and developments in the rapidly changing national and global business environment. BizSummits operates over 20 specialty groups by function including the CFO Summit, the CIO Summit, and the HR Summit. The goal of BizSummits is to enhance the success of executives and their businesses by sharing experienced and proven approaches to their most pressing concerns. For more information visit our website at www.bizsummits.org

Responsibilities

The Meeting Planner helps us pick out potential executives who would be interesting for the others to hear from a large potential list (usually based on their position or title), follows up on the invitations we send by phone and email to confirm whether the invited executives can speak to the group, coordinates the time and topic, gathers the bio/photo, updates the master calendar, confirms beforehand and gathers the PowerPoint, then on the day of the meeting introduces the speaker and facilitates questions from the group by webconference.

Qualifications:

- Demonstrated experience coordinating logistics for meetings and presenters.
- Superior communication abilities, persuasive communication skills, and ability to manage multiple priorities.
- Ability to determine interesting speaking topics relevant to each group.
- A bachelor's degree and excellent written/oral communication skills

Compensation:

Total target compensation at plan of \$70,000+ broken out as a \$24,000 Base plus a per-speaker confirmation/delivery bonus plan of \$46,000, all business expenses are covered plus the equivalent of 80% of single medical coverage.

Location: Virtual Field Position

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To Apply:

- Send resume and salary history in confidence to hr@ceovertures.com
www.ceovertures.com

Keywords: Work from home, Telecommute, Speakers, Industry Leaders, Meeting Planner, Events Planner, New York, Los Angeles, Chicago, Houston, Philadelphia, Phoenix, San Diego, San Antonio, Dallas, Detroit, San Jose, Indianapolis, Jacksonville, San Francisco, Columbus, Austin, Memphis, Baltimore, Charlotte, Fort Worth, Boston, Milwaukee, El Paso, Washington, Nashville, Seattle, Denver, Las Vegas, Portland, Oklahoma City, Tucson, Albuquerque, Atlanta, Long Beach, Kansas City, Fresno, New Orleans, Cleveland, Sacramento, Mesa, Virginia Beach, Omaha, Colorado Springs, Oakland, Miami, Tulsa, Minneapolis, Honolulu, Arlington, Wichita, St. Louis, Raleigh, Santa Ana, Cincinnati, Anaheim, Tampa, Toledo, Pittsburgh, Aurora, Bakersfield, Riverside, Stockton, Corpus Christi, Lexington-Fayette, Buffalo, St. Paul, Anchorage, Newark, Plano, Fort Wayne, St. Petersburg, Glendale, Lincoln, Norfolk, Jersey City, Greensboro, Chandler, Birmingham, Henderson, Scottsdale, North Hempstead, Madison, Baton Rouge, Chesapeake, Orlando, Lubbock, Garland, Akron, Rochester, Chula Vista, Reno, Laredo, Durham, Modesto, Huntington, Montgomery, Boise, Arlington, San Bernardino