

InterContinental Hotels Group - IAHI Meetings Specialist

- Website: www.ihg.com/careers
- Location: Atlanta, GA
- The Meetings Specialist will be the primary person in charge of handling all aspects of the IAHI Board and Committee meetings as well as the coordinator for any special projects.
 - Maintains and updates yearly meeting/events calendar
 - Meeting Administration
 - Attends IAHI meetings for purpose of meeting administration, on-site support and minutes recording, specifically Holiday Inn, Holiday Inn Express, Revenue Performance, Priority Club, IAHI Board Conference Calls, and others as needed
 - Maintains meeting checklists
 - Gathers information and coordinates planning for meetings and special events
 - Manages registration process to include meeting notice, rooming lists, updates attendee list and confirms attendance of committee members and IHG representatives
 - Reviews hotel and restaurant contracts for Committee meetings as needed
 - Coordinates agendas and presentations with IHG presenters
 - Finalizes guarantees and reviews Banquet Event Orders for meetings
 - Prepares meeting pre-read materials
 - Reconciles meeting billing
 - Assists in tracking meeting expenses
 - Manages minute process to include distribution, action item tracking, upholding the strategic plan
- Salary range: \$40,000 - \$45,000
- Bachelor's Degree in a relevant field of work or an equivalent combination of education and work-related experience preferred.
- Experience: Three to five or more years' progressive work related experience with demonstrated proficiency in multiple disciplines/processes related to the position, including meeting/event management, hospitality industry exposure, administrative activities. Candidates with experience negotiating contracts for meetings/conferences and/or experience designing registration websites are preferred.
- The ideal candidate would possess the following characteristics: strong writing skills, detail-oriented, and knowledge of the hotel and meeting industry. This candidate would also have experience communicating with high-level business professionals, handling several events/conferences per year and have basic experience researching legislative issues.
- Apply Online at www.ihg.com/careers (Job # ATL001759)