



Corporate Event Manager

Duro-Last has an opening for a Corporate Event Manager located in Saginaw, Michigan. This position will involve working closely with Marketing, Sales and Vendor partners to deliver an end-to-end, integrated event experience. This is a salaried position with excellent benefits.

Position Responsibilities:

- Collaborate on long and short term goals for the group to support company, department and market vision
- Strategize and create concepts for innovative and memorable events
- Schedule, monitor, oversee and facilitate the flow of corporate tours, tradeshow, customer and employee events, and executive management meetings to ensure they are on schedule, budget and meet customer demands
- Conduct pre/post-event evaluations, client satisfaction, ROI, post-show internal executive reports, etc.
- Source, negotiate with, and manage third party vendors for event-related items
- Responsible for all logistical support on selected events
- Provide consistent, timely reporting of projects and meet identified deadlines
- Evaluate event performance on an ongoing basis and proactively address opportunities
- Initiate team meetings in order to facilitate communication, clarify roles, and logistics
- Be a source for overall questions and clarification for events
- Other duties as assigned

Position Requirements:

- Bachelor's Degree in Marketing, Event/Hospitality or Public Relations
- 3 - 5 years in exhibition and conference operations
- Strong organizational, time management, customer service and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work in a fast paced environment, manage multiple requests with excellent attention to detail
- Must be organized, self-motivated, and work independently when necessary
- Excellent computer skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to travel up to 10% of the time, occasional weekend and after hours work required

Compensation & Benefits:

We offer a competitive benefit program that includes:

- Medical, dental and vision insurance
- Prescription drug program
- Life and AD&D insurance
- Short and long term disability (life insurance is equal to two times annual base salary)
- 401(k) retirement plan with company contribution
- Paid vacation
- 8 ½ paid holidays
- Profit sharing
- Flexible Spending Accounts

Interested candidates can send their resume utilizing the following link

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=18d17abc-a554-409c-b238-9d4f711371ed&ccId=19000101_000001&jobId=424845&source=CC2&lang=en_US

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