



Events Assistant – Willoughby Ohio

From a wide variety of magazines, websites, eNewsletters and online projects to seminars, trade shows, and custom print, **Meister Media Worldwide** is the leading communication and information center for worldwide, specialized agriculture.

Meister Media Worldwide is seeking an experienced events assistant to support our four person events department. The ideal candidate must be detail oriented and able to multi task. Responsibilities will include administrative functions in support of the Events Department staff for all activities related to the development, management and logistics for the expanding portfolio of MMW events. Proficiency with Cvent Event Management software a plus.

Responsibilities – include but not limited to:

- Provide administrative support to Events Director and Manager including:
 - Maintain Event Department schedule
 - Enter and/or create correspondence, memos, etc.,
 - Set up and maintain complete and accurate files, both print and electronic.
 - Fax/Copy/E-mail/etc. as necessary.
 - Answer phones, screen calls, providing superior customer service.
 - Assist in the timely completion of expense reports
- Coordinate Travel arrangements for department and event speakers/VIPs-
 - Secure best schedule and rates for transportation and accommodations.
 - Distribute itineraries.
 - Plan and document details of each trip.
- Proactive Customer Service responding to departmental/interdepartmental and client/attendee/speaker requests.
- Assist with event planning and coordination, reporting, recordkeeping and execution as required.

Qualifications

- Previous experience supporting events department preferred
- Knowledge of Microsoft Office including Excel, Word and Outlook
- Ability to manage multiple projects and tight deadlines, demonstrating flexibility in a fast-paced environment
- Must be highly organized with a strong attention to detail
- Self-starter who is proactive in identifying issues and opportunities to improve the team's process and efficiency
- Excellent written and verbal communication skills
- Ability to travel and work some nights and weekends
- Cvent event management software a plus

Meister Media Worldwide offers a competitive compensation and benefits package including base salary, bonus opportunity and 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

Meister Media Worldwide
Attention HR - EC
37733 Euclid Avenue
Willoughby, Ohio 44094
www.meistermedia.com