



EVENTS COORDINATOR

The MBA Tour is an organizer of recruiting events, MBA Conferences, for graduate business school programs. Each year we organize between 65-70 events globally. The MBA Tour works closely with clients, outside consultants/tour leaders, hotels, travel agencies, transportation companies, and vendors to organize successful recruiting events throughout the year. This vital role will assist and support three roles within the company: 1) Event Manager 2) Marketing Manager 3) CEO (when needed) in: client communication, event organization, itinerary management, marketing initiatives, data entry, office management, researching venues, event communications and document preparation and marketing assignments.

TRAVEL ASSISTANCE/CLIENT LIASION

- “Go to” person for school questions across tours – (shipping, schedules, event logistics, travel, visa questions etc.)
- Assist with itinerary updates where needed.
- Assist clients/representatives with tour registration, signing up for options, login assistance etc.
- Main contact for tour leader questions and assistance.
- Create/upload options into our database, approve options and assist in managing panel participation.
- Manage data on Tour Member web site, keeping current data available to clients.

EVENT MANAGEMENT

- Onsite event management/travel at least two weeks per year internationally and one week per year domestically.
- Assist with venue research, negotiation, and selection.
- Assist with event coordination and logistics.
- Assist with client travel arrangements, communicating with travel agency, hotels, and clients.
- Data entry with regards to event dates, venue information, timing etc on company web site.
- Edit/Create documents to prepare clients for recruiting events
- Coordinate and prepare materials that need to be shipped to events.
- Assist with organizing and updating exhibitor packs.
- Assist Tour Leaders with creating event options online, itinerary creation, etc.
- Assist clients with tour registration, signing up for options, login assistance and general questions.
- Respond to general email and voice inquiries (from students, clients, vendors etc).

OFFICE MANAGEMENT

- Liaison between web programmers and the company, working to implement changes, testing and updates.
- Manage databases to ensure data is accurate, including client info, event dates and scheduled meetings.
- Handle general email and phone inquiries, forwarding to appropriate colleagues when appropriate.
- Manage ordering office and event supplies and keeping inventory.

MARKETING ASSISTANCE

- Assist with management of marketing partnerships with educational advisors, test preparation centers, media agencies and PR companies.

- Assist with website updates and monitoring online content to ensure up to date event information
- Assist with creation and distribution of marketing materials

Required education: Bachelor's Degree

Required skills:

- Excellent organizational and communication skills
- Demonstrated ability to multitask
- Ability to work with diverse constituents and cultures
- Demonstrated ability to work independently and in small team environment
- Experience with event management and negotiation
- Knowledge or willingness to learn Adobe Creative Suite
- International travel experience

Foreign language is a plus but not required: Please specify if you speak a second language.