

American Bank Center

EVENT COORDINATOR

Location: Corpus Christi, Texas

JOB DESCRIPTION

- Oversees all aspects of facility operations related to events.
- Meets with client groups to plan and organize assigned meetings and/ or events.
- Coordinates activities with the various service contractors for assigned meetings and/ or events.
- Guides clients in preparation of events by interpreting and explaining contract provisions, policies and procedures.
- Keeps clients informed as to status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements and other relevant details.
- Prepares cost estimates and monitors final billing.
- Provides clear, concise and timely communication of detailed requirements to operational departments.
- Serves as primary liaison between clients and facility departments.
- Monitors in-house events, maintaining close contact with clients and facility staff to ensure successful events.
- Follow-up on all client requests, concerns and problems.

Contact Name: Martha Perales, Human Resources Manager
Apply at www.AmericanBankCenter.com

