



<https://www.premierpersonnelgroup.com/find-a-job/meetings-and-seminar-administrator/>

## Meetings and Seminar Administrator

### Description

An integral member of the Seminar and Meetings departments who is both creative and has a strong background in organizational skills, accurate data entry, problem solving, customer-friendly service and the ability to manage multiple projects. Provides administrative support to the programming team, Seminar Materials Department and Meetings Department.

### Responsibilities

Provides administrative support to the entire Division. Responsibilities include:

- Managing yearly, repeat, standard-level seminars. Includes contacting the speakers, sending possible dates, updating the marketing pieces and scheduling agenda calls.
- Organizing seminars at the direction of the programming team. This includes contacting speakers, setting up agenda calls and assisting speakers in planning agendas.
- Setting up conference calls and Zoom meetings for the professional staff, and sending emails to attorneys and judges who are speakers
- Tracking speaker recording releases and updating the spreadsheet so seminars can be sold on-demand
- Serving as a backup to the Meeting Administrator in opening seminars and on-demands in iMIS
- Assisting the Materials Director with gathering materials from speakers and assembling books, including converting documents to PDF's, editing PDF's and combing files in Adobe Acrobat
- Data entry in various software systems including iMIS, creating and manipulating data in Excel spreadsheets
- Provide administrative support including copying and collating handouts for seminars, assisting with filing and sorting of program information, generating registration lists, preparing badges and head cards, etc.
- Staffs both live and virtual seminars. This entails providing administrative support to check in attendees, handle any speaker needs, introducing the program to the audience, monitoring the Zoom seminars for issues, monitoring the chat, reading the CLE codes and providing assistance to the speakers however else it is needed.
- Provides administrative support to the Meetings Department as needed including:
  - Being the liaison with outside groups who want to book space at the Law Center. This entails:
    - o Providing space and food that fits within their budgetary and attendance needs
    - o Ensuring the timely signing of contracts

### Qualifications

Organized individual with an ability to multi-task, problem solve and follow-up

- Professional demeanor; able to work with colleagues at all levels to meet team

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Non Profit

### Job Location

New Brunswick

### Base Salary

\$ 48 - \$ 52

### Working Hours

M-F 9am to 5pm with an hour lunch

objectives

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- Comfortable with data entry and learning various data entry software systems
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- Proficient in Word and Excel
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- Demonstrated problem-solving and communication skills
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- Excellent proofreading skills
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- Some overtime and travel to outside meetings, including the Annual Meeting

**Job Benefits**

Employees are entitled to vacation, sick and personal paid time off pursuant to the organization's policies; and participation in the following pursuant to the plan's terms: health, dental and vision insurance plans; 401(k) plan; long-term disability; life insurance.