

Conference Coordinator

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Company: The Larko Group

Location: New York

Category: business-and-financial-operations

This pivotal role holds significant importance as you will serve as the frontline representative of the firm, shaping its initial impression and exemplifying its operational excellence through the management of the conference center. Beyond traditional receptionist duties, you will oversee the opening and closing procedures of the office, meticulously coordinate the conference center calendar, handle meeting arrangements, facilitate seamless transitions, coordinate catering orders, maintain the kitchen, and conference center, and address any other unforeseen tasks to ensure the smooth functioning of the workspace. Success in this role hinges on your ability to collaborate seamlessly across all levels of the organization. The Conference Center Coordinator embodies a prominent presence within this esteemed financial services firm.

Responsibilities

Answer, screen, and appropriately direct all incoming calls.

Receive and communicate messages to appropriate parties.

Greet incoming guests and direct guests to proper destinations.

Coordinate messenger pick-up and distribute incoming packages.

Utilize the security monitoring station to ensure only approved individuals have access.

Ship FedEx packages when requested.

Reconcile FedEx invoices for accounting.

Search, request, and track files from offsite storage sites.

Communicate work order requests to the appropriate manager or office of the building.

Maintain a neat and orderly appearance of the reception area.

Reserve, coordinate and manage the conference center calendar.

Schedule and confirm meetings in appropriate and available conference rooms.

Ensure visitors and deliveries are entered into a security system before arrival.

Coordinate/assist with guest IT needs.

Responsible for meeting setup and breakdown.

Responsible for placing and confirming catering orders for meetings.

Conduct kitchen, lounge, and conference center walk-throughs to ensure rooms are properly stocked and appear neat and organized.

Maintain inventory of kitchen/catering supplies.

Research vendors and compare pricing to ensure the best value.

Support various events when requested.

Other tasks as assigned.

Requirements

Relevant experience is a plus

Must possess the ability to appropriately screen and direct incoming calls, handle public inquiries, and greet guests with confidence and professionalism.

Must possess strong organizational skills and the capacity to multi-task.

Excellent communication skills and attention to detail are critical.

Professional presence and ability to maintain decorum and a high degree of quality communication.

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