Physicians World

Title: Speakers Bureau Coordinator

Location: 125 Chubb Avenue, Suite 4S, Lyndhurst, NJ

Job Type: Full Time

Compensation Type: Hourly

Start Date: 3/1/2016

Job Description: We are currently recruiting highly motivated individuals to take on the role of Speakers Bureau Coordinator. The Speakers Bureau Coordinator will be responsible for executing logistics for medical education events and ensuring that PW’s commitments are met on-schedule and within budget. In addition, Speakers Bureau Coordinators are also responsible for maintaining consistent communication with sales representatives, faculty and internal staff throughout the meeting planning process. Relies on limited experience and judgment to plan and accomplish goals. Can perform a variety of tasks under general supervision.

Primary Responsibilities:

• Database management
• Selection or confirmation of venue, menu, audiovisual, and air/ground transportation arrangements
• Budget management
• Coordinate payment with venues
• Communication with Clients and Faculty
• Review all contracts
• Ensuring all meeting materials are complete and accurate
• Work closely with other team members to ensure successful execution of meetings
• Adherence to various policies (i.e. Confidentiality, sensitive communication, intellectual property)

Qualifications:

• Excellent communication and interpersonal skills
• Superior customer service and organizational skills
• Exceptional attention to details
• Ability to prioritize and multi-task and to work under tight deadlines
• Demonstrate ability to work in a fast-paced environment
• Ability to work flexible schedules and/or extended hours to meet clients’ business needs
• Proficiency in MS-Office, Word, Excel, and Outlook

Application Instructions:

To apply for the position, please ensure that you meet the following criteria:

• Possess job qualifications
• Be an employee in good standing
• Be in your current position a minimum of 6 months
• Have notified your Supervisor of your intention to be considered for the position

Please email Shannon Leo at Sleo@connectpw.com and refer to the position you are interested in applying for.