

Absolute Fencing Gear Inc currently is looking for a full-time Event Planner in our Bridgewater, NJ office. The candidate will be responsible for planning, coordinating and executing the details of our events strategy, including our annual conferences, trade shows, sales meetings, business meetings, and customer appreciation events, etc; map a strategy and revenue expectation in advance for all events at our company. This candidate will contact and coordinate with vendors to schedule each event, and to ensure that the vendor promotes the event through their website or social media.

The candidate will work with internal personnel to schedule the event, order additional inventory, advertise and ensure that the event is successful, maintain spreadsheets to record and analyze events, and to help make decisions for future events. The candidate will also run sales reports to analyze company's performance and to help promote events or product sales, edit and design promotional materials, prepare presentations, coordinate and participate in all efforts to publicize event, create and manage client relationships throughout the sales cycle.

The position requires a qualified candidate to possess at least a bachelor's degree or equivalent in Business Administration, Hospitality Management, Sports and Fitness Administration, Marketing or related field, with excellent project management skills, and creativity, hands-on experience in national or international event planning and meeting, and independently ability to handle and manage complex assignments and special projects for events.

Send resume to amanda@absolutefencinggear.com