



meeting coordinator

Team(s): Dunwoody + Perimeter Center
Position Type: Full-time

What we do:

Designed to reinspire work and meetings, Roam is a comprehensive work, meet and office solution with six locations in Metro Atlanta. Month-to-month memberships, private offices and technology-equipped meeting rooms accommodating 2 to 250 people allow small businesses and large corporations alike to work productively and with flexibility in design-enhanced environments.

Who we are:

Our story is centered on a counter-cultural approach to business and a people-first mentality that's activated in our desire to partner with stakeholders through the delivery of hospitality for the purpose of impacting lives.

Learn more about Roam and our culture on our [career page](#).

Meeting Coordinator Purpose:

The purpose of the Meeting Coordinator is to serve as an agent and helper for Roam meeting clients, providing the first impression of our hospitality experience. Combining exceptional work ethic with interpersonal savvy, time management, and priority-setting, the MC partners with the Director of Sales and his/her workplace team to provide an unparalleled hospitality experience for Roam's meeting guests.

The ideal Roam MC is detail oriented, loves creating order out of chaos, and communicates with an upbeat and professional tone and demeanor. No task is too small, and no problem is too big to solve. He/she can make quick decisions while remaining calm under pressure. The MC is a trusted partner to Roam's guests and meeting planners, coordinating the crucial details of every meeting with exceptional written and oral communication. A resourceful and disciplined self-starter, the MC is highly organized and capable of engaging people with care and compassion while performing administrative tasks with excellence. Ultimately, our Meeting Coordinators are agents of hospitality who are all about impact. They serve our clients with authentic enthusiasm and seek out opportunities to go above and beyond to surprise and delight our guests.

Responsibilities:

Partnership

- Partner with the Director of Corporate Sales to organize and coordinate meetings for guests.
- Liaise with guests to understand the purpose of the meeting and ensure a remarkable experience.
- Coordinate meeting details with guests including room setup, A/V needs, catering, etc. and communicate those logistics to the hospitality team to ensure each meeting runs seamlessly.
- Enhance guest experience through suggestive selling.
- Assist meeting clients by providing room availability and sending proposals as needed.

Foster relationships and community with meeting clients & team.

- Celebrate meeting planners, team wins, accomplishments, birthdays, life events, and business achievements.
- Invest time in getting to know meeting planners, learning their needs and goals and making connections whenever possible.
- Actively participate in opportunities to build camaraderie and relational equity with team.
- Initiate, manage, and invest in vendor and client relationships.
- Seek out improvement opportunities and innovative ways to add value to customers by going beyond what is expected.

Experience + Requirements

- Assertive, organized, and efficient.
- Resolute problem solver.
- Administration, Meeting Coordination, Event Management, or Executive Assistant experience is a plus.
- Excellent written and oral communication skills.
- Hospitality or customer service experience is preferred.
- Proficient in Microsoft Office
- Thrive in a fast-paced, high-energy environment while exercising excellent attention to detail.

To apply, visit our [Career](#) page and select *Workplace Opportunities*.