

# Phenomenal Party Planner

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Party Planners (2P) target assigned markets for the sale of Corporate event planning, management and consulting services. They will also target and market to select relevant groups, agencies and/or individuals.

## QUALIFICATIONS:

**At Phenomenal Events, the Party Planner position is an entry level position and does not require certification. However, we do strongly encourage our Party Planners to work toward further education in the Event Management arena.**

- Ability to perform proficiently necessary tasks using Microsoft Office Suite software's and use of the World Wide Web.
- Ability to professionally market the products and services provided by Phenomenal Events By Bolden & Company.
- Effectively communicate orally, in person and in writing
- Ability to plan, organize and develop projects **above and beyond the ordinary.** (*think outside the box.*)
- The ability to form and lead a team to successfully complete a project.

## DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, manage and host Social events.
- Initiates telephone calls for the purpose of selling event planning and consulting services.
- Responsible for meeting aggressive sales quotas and objectives. Responsible for posting quarterly sales results.
- Determining client needs through basic probing interviews to tailor the appropriate service packages.
- Schedules, organizes and prioritizes work to meet customer and company deadline scheduling demands promptly, accurately and efficiently.
- Maintain appropriate contact with clients.
- Communicate effectively with PE staff as necessary.
- Operate company telephone system (*answer, transfer and place calls on hold – check and respond to voice mail timely*)
- Position is non-routine and requires flexibility to switch from handling customer calls to detailed paper work and data entry for events.
- Participate on conference calls and or in-person staff meetings for updates on new projects, promotions, company information etc.
- May be required to attend training workshops, seminars and or courses.
- Develop and assign project tasks as a project team leader when necessary.

## POSITION REQUIREMENTS:

Candidates for this position must possess the following:

- **High-speed internet access** (*this is a must*)
- Outgoing and friendly personality
- Ability to multi-task and prioritize responsibilities
- Creativity, ingenuity and some degree of planning expertise
- **Self starter with integrity and ability to work with minimal supervision**
- Reliable telephone (*cell or land line acceptable*)
- Reliable updated Computer (*preferably a laptop*)
- Able to meet deadlines and work well under pressure
- High energy and ability to work in a fast paced environment
- Customer service focused and have strong communication skills

