

Job Description



Position Title: Events Assistant (entry level)
Department: Marketing
Employee:
Reports to: Lynn Grabner, Marketing Manager
(lgrabner@rego-fix.com)
Classification: Full Time / Non-Exempt Hourly
Effective Date: January 1, 2025
Salary: To be Determined

Position Summary:

The **Events Assistant** is responsible for the coordination and management of events for REGO-FIX USA (RFUS) and its Center for Machining Excellence (CME). This includes brainstorming with RFUS/CME management and CME partners to enhance an event's success, developing timelines, creating budgets, managing *vendor contracts*, and working with caterers and other vendors to deliver events that meet the defined objectives & requirements.

Job Duties & Responsibilities:

- Responsible for providing administrative support to the event team
- Coordinate vendor relations and contracts (including caterers, rental companies & hotels)
- Maintain communication with vendors and CME partners
- Order catering for events
- Supervise caterers and other associated vendors
- Work with REGO-FIX marketing (and CME partner marketing) to build awareness of events among targeted audiences
- Handle registration and manage attendees, including ticketing, sending invitations, managing guest lists, and ensuring a seamless check-in process
- Welcome *guests* promptly and professionally; answer questions and make referrals. Perform opening and closing procedures
- Resolve problems and guest inquiries before and during the event
- Manage expenses per defined budgets
- Maintain documentation for each event
- Help set up and tear down events
- Decorate event space as appropriate
- Administer inventory of event-related supplies (e.g., coffee, paper goods, drinks)
- Complete errands as needed
- Other duties as assigned

Education and Experience:

- High school diploma or GED, associates/college degree preferred
- Previous experience with managing events and/or projects
- Must have intermediate knowledge of Microsoft Excel, Word & Outlook
- Ability to operate with a solutions approach

Additional Qualifications

- Proven ability to manage projects which would include multi-tasking and prioritizing and keeping track of documents and deadlines
- High level of attention to detail and accuracy
- Ability to collaborate and communicate effectively with internal and external contacts
- Strong customer service skills to interact with clients, answer questions and resolve problems
- Solid organizational, interpersonal, analytical and communication skills

The Company has the right to revise these job responsibilities at any time. This document does not create a contract for employment, and either you or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

I have read, understand, and agree to fulfill the essential responsibilities and requirements of this position. I also understand the employment-at-will nature of this position and realize that this job description does not constitute a legal contract.

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____