



**The Wellington Group**  
[www.thewellingtongroup.com](http://www.thewellingtongroup.com)  
**Account Coordinator – Event Planning**

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Available Position: Account Coordinator  
Start Time: February / March 2012  
Position: Full Time  
Preferred: Event Planner with 2 years experience

**The Wellington Group**

A Third Party Event Planning and marketing communications company located in Overland Park, Kansas. We serve clients around the country to meet and exceed their meeting, event planning and incentive needs.

"The cornerstone of The Wellington Group is total client satisfaction. Personal service, creative ideas, flawless execution and in-depth experience translate into outstanding results. In every situation, our team is committed to surpassing the expectations and goals of our clients. We stop at nothing short of the best in all we do."

**Account Coordinator**

The account coordinator assists on many different programs at any one time working with all account managers and account executives. As the account coordinator becomes skilled in work, he/she will begin working on smaller meetings, incentives and events as the key manager. Account coordinator has minimal direct interaction with the client.

**Duties & Responsibilities:**

- Support account managers & account executives with planning logistics of meetings, incentive, special events, PR & marketing campaigns
- Assist in sales & proposal process through research through internet, phone, industry publications and putting information into a creative proposal format
- Event logistics including booking air and ground transportation, attendee communication and online registration
- Creative writing including amenity cards, proposal writing, website content, communication packets, etc.
- Consistent updates w/ account manager/ executive on program work
- Attend weekly account management meetings
- Attend brainstorming sessions for sales, marketing or work on a program
- Attend monthly training/ update one on one meetings with owners
- Travel approximately 30% of the year

**Characteristics:**

- Creative
- Exceptional Multi-tasker
- Able to prioritize and juggle many different tasks at once

- Able to work with many different personalities & styles of work
- Detailed & accurate in work
- Good written communication
- Good verbal communication
- Professional demeanor
- Resourceful
- Love of Travel

**Level of experience:**

College graduate with 2 years experience in event planning or like field.

A Bachelors Degree in Event Planning, Marketing, Public Relations, Hospitality Management, etc.

**Send Cover Letter & Resume to:**

Caroline Howard

Senior Account Manager

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