

Associate Strategic Meeting Planning Specialist.

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Company: Medtronic

Location: Bogotá

Category: business-and-financial-operations

In this role, the Associate Strategic Meeting Planning Specialist is responsible for all aspects of planning and supporting Medical Education, Consultative and Third-Party events for Latin America.

The Associate Strategic Meeting Planning Specialist coordinates all event preparations including working 1:1 with the program manager to clarify event needs of their customers, manages attendee experience including registration processes, hotel accommodations, flight booking, logistics communications, menu selection, air/train/ground transfers. This person will also source appropriate event venues, manage, and track all event expenses while adhering to assigned budget to ensure accurate transfer of value reporting to the government. This person will also ensure honoraria letters are provided to faculty prior to the event, ensure evidence is provided post event and request payment.

Position Responsibilities

In compliance with Medtronic policies and relevant regulations, plans and organizes external business-related meetings, symposiums, conferences, and program events by working with meeting stakeholders to align and execute against strategic direction (e.g., meeting objectives, desired outcomes, intended audience)

Addresses all aspects of budget and billing, including development of and tracking against budgets, identification and capture of cost savings/cost avoidance efforts, reconciling master bill, coordinating payments to vendors, and managing meeting expenses.

Investigates, sources, negotiates, and coordinates hotel and ancillary meeting services

(includes contractors, vendors, onsite staff) while managing all logistics of program functions, including but not limited to meeting space set-up, catering, arrangement of air and ground transportation.

Selects, books and coordinates AV/Production and Auxiliary Technical Services (e.g., mobile applications, audience response systems, polling/surveys) to ensure successful execution and evaluation of meetings.

Facilitates attendee experience through registration, communication, and attendee management to support needs related to meeting attendance (e.g., accommodation requests, RSVPs for sessions, travel manifests).

Generates, analyzes, and communicates event level and cross-event reporting against identified key meeting metrics and value-proposition indicators, as needed.

On-site host & support to all guests, ensuring concierge level hospitality and service during all events which can include internal and external business-related meetings. Host responsibilities include receiving guests upon arrival, facilitation of executive host interactions, meeting transitions, and oversight of all logistics.

Works closely with on-site lab manager to ensure lab is booked accurately, specimens and all necessary product/equipment is ordered and available during event for optimal attendee experience.

Travel up to 10%

Ability to work before and after traditional working hours (e.g. 8-5:00 PM) as well as some weekends to appropriately support events.

Must Have: Minimum Requirements

Bachelor's Degree

Excellent oral and written communication skills

Bi-lingual: English & Spanish

Outlook, Excel & Word – Microsoft Suite

Nice to Have

Fluent in Portuguese

Certified Meeting Planner?

Previous experience in Medical Device industry, 2 years post-degree in a customer-facing position

Experience interactively engaging and effectively working cross-functionally with sales teams, marketing, clinical, research, and quality

Cvent Event Management

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