

## **PROGRAM MANAGER POSITION DESCRIPTION**

Bucom International, a leading professional meeting management firm headquartered in Chicago's River North neighborhood has opportunities available for experienced Program Manager!

Are you in love with the details and creativity? Is problem solving your area of expertise? Do you live to serve? Bucom is looking for more passionate and experienced meeting professionals to join our Chicago team and serve the greatest customers in the world! If you answered YES to the above questions, then we'd like to speak with you . . .

If you like to travel, over 80% of our programs are international. We're in great places like Taiwan, Lisbon, and Munich all the time!

**Bucom's Mission is to provide high quality, personalized, full-service meeting planning and incentive travel management services to corporations throughout the world, while promoting a work environment that inspires teamwork, creativity and innovation for our team members.**

### Opportunity Description – Program Manager

Bucom Program Managers take the lead with our client contacts and all event/program stakeholders. You will work as part of a team on large client programs and also individually manage meetings and smaller projects from the planning stages through program execution and reconciliation.

Responsibilities include hands-on management of the below program facets:

- Event Details and Attendee Logistics
- Client Proposals along with In person/Online Presentations
- Client and Participant Communications
- Hotel and Venue Research, Site search and Negotiations
- Menu and Program Design and Coordination
- Audio Visual, Production, and Technology solutions
- Budgeting, Contracting, and all Fiscal Oversight

### Candidate Qualifications:

College graduate (4 years) with a minimum of five years corporate meeting planning experience in a program manager position, preferably for a third party planning company.

### Skills/Attitudes/Behaviors Required:

- Professional, Hard working, Self Starter, and Team Oriented
- Responsible, Accountable, Flexible, Confident, and Composed
- High Energy, Positive, Versatile, Multi-Tasker
- Negotiation and Budgeting Skills, Attention to Detail
- Broad knowledge of Destinations, Hotels, Venues
- Industry and Client Contacts
- Proven Track Record of Success in Previous Roles
- Microsoft Suite including Word, Excel, Powerpoint

This is a Full Time, In-office Headquarters (Chicago, Zip 60654) based position with a competitive salary and benefits package.

To be considered as part of the Bucom Team, please send a cover letter, including salary history and a resume to Darlene Krammer @ [info@bucom.com](mailto:info@bucom.com).