

## **Event Manager - Crestwood, Kentucky**

The Events Manager will provide project management and administrative support for the organization related to the planning and coordination of conferences and industry events. The role will be responsible to insure consistent representation of the Apellis brand. The role requires the ability to manage multiple tasks, coordinate between departments, and effectively prioritize workload. The individual will interface with external vendor partners and healthcare specialists, always in a compliant manner.

### **Responsibilities:**

- Manage meeting communication planning for coordination of efforts & partner with cross functional stakeholders to develop annual industry meeting and events plan.
- Lead the execution of the meeting plan, including meeting participation prioritization, booth development, attendee coordination, planning of ancillary events, and post-event follow-up.
- Develop and maintain project plans for each meeting or event.
- Conduct regular planning and execution meetings with cross-functional stakeholders & develop and implement a monthly communication to provide organization an overview of quarterly planned conferences
- Coordinate logistics of conferences for organization to ensure seamless execution; to include briefing books and managing pre-conference meetings.
- Coordinate logistics including hotel and meeting registration, exhibit hours, staffing, collateral ordering and delivery.
- Register attendees for conferences including securing housing.
- Manage calendars and schedules for Apellis employees who are attending external meetings.
- Provide administrative & logistical support to organize the meetings, attendees, and materials, which can include coordinating travel plans of employees or external attendees
- Provide support for internal cross functional meetings as needed.
- Arrange meeting space and teleconferences to coordinate planning with teams.
- Select and manage vendors to ensure lowest cost and highest quality of services and goods.
- Manage meeting and events budgets and forecasts.  
Manage conference assets, ensure appropriate storage and deliverables to conferences
- Assist in the planning and coordination of advisory board meetings.
- Organize post conference debrief to assess meeting successes and areas for improvement.
- Prepare purchase requisitions and track invoices for the projects assigned
- Execute tasks with an understanding of company compliance standards and policies

- Assist and support special ad-hoc projects as needed

**Qualifications:**

- Bachelor's degree
- 3 years relevant industry experience (Experience in the Pharmaceutical industry highly desirable)
- Previous Conference Planning experience (certification is preferred)

**Skills, Knowledge & Abilities:**

- High level of integrity, confidentiality and a demonstrated ability to build relationships
- Demonstrates professional maturity and performance under pressure
- Demonstrates sound judgement, professional demeanor, and focus on customer service
- Proficient user of Word, PowerPoint, Outlook and Excel
- Ability to act independently and handle tasks with minimal direction
- Proven flexibility in a dynamic environment; able to handle multiple projects in parallel
- Excellent communication skills, verbal, written and in-person
- Highly organized and attention to detail
- Operates well in a team-based, collaborative environment
- Up to 30% travel may be required

**Apellis is...**

A clinical-stage biopharmaceutical company focused on the development of novel therapeutic compounds to treat disease through the inhibition of the complement system, which is an integral component of the immune system, at the level of C3, the central protein in the complement cascade. We believe that this approach can result in broad inhibition of the principal pathways of the complement system and has the potential to effectively control a broad array of complement-dependent autoimmune and inflammatory diseases.

Visit <http://apellis.com/about.html> to learn more.

**EEO Statement:**

*Apellis is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. Apellis strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, marital status, AIDS/HIV status, smoker/nonsmoker, and occupational pneumoconiosis or any other characteristic protected under applicable federal, state or local law.*