

Position Title: Event Planner II

Date Available: ASAP

Company: Gilead Sciences, Inc.

Brief Description of Company/Position:

Gilead Sciences is a biopharmaceutical company that discovers, develops and commercializes innovative therapeutics in areas of unmet medical need. The company's mission is to advance the care of patients suffering from life-threatening diseases worldwide. Headquartered in Foster City, California, Gilead has operations in North America, Europe and Australia. We have the following exciting opportunity in Foster City, California:

Responsibilities:

In this role, the Event Planner will be responsible for the following duties:

- Responsible for independently managing entire events from exhibit space selection, hotel contracting, booth construction to overall attendee experience.
- Directs administrative details such as financial operations, dissemination of promotional materials, and responses to inquiries.
- Accountable for collecting and consolidating conference metrics for review by department management.
- Negotiates contracts and terms of service with vendors and conducts site visits to evaluate vendor services and venues.
- Collaborates cross-functionally to plan for major events one to two years in the future.
- Under general direction, organizes and plans logistics for external conferences and other special events for Gilead attendees.
- Communicates with event attendees to ensure they are registered and outfitted with necessary travel and conference details.
- Plans and executes logistics for external conferences and trade shows, ensuring protocol is followed.
- Makes recommendations on accommodations and arranges for lodging, audio visual service, transportation and similar services.
- Attends events to set up exhibits and provide support to Gilead conference staff members.
- Inspects event facilities in order to ensure that they conform to customer requirements.
- Makes arrangements for executive dinners.
- Determines what marketing materials are necessary for each event and confers with vendors to ensure their orders are fulfilled.
- Conducts reconciliations and periodic reports on activity costs.
- Travel will be required.

Additional Job Responsibilities - Sales Meeting Planner

- Plans and administers all internal regional and national based meetings to update Gilead sales force on products, business development efforts and/or updates on PhRMA regulations.
- Serves as a primary contact for vendors who help set up internal sales meetings.
- Understands requirements to plan sales meetings on a regional and national basis.
- Works with vendors to make sure goals are accomplished.
- Drives agenda for meetings.
- Updates Commercial organization on products and company developments.
- Interacts with Sales Force Effectiveness to determine and fulfill the logistics requirements of Sales Incentive Programs, including activities, gifts, guest speakers and travel accommodations.

Qualifications Required:

- General knowledge of industry practices, techniques, marketing concepts and principles is required.
- Excellent verbal, written and interpersonal skills required.

- Strong communication skills with an ability to efficiently and productively communicate both orally and in writing.
- Demonstrated ability to provide support to senior managers both within the department and in other functions.
- Ability to establish effective working relationships with a diverse range of stakeholders is required.
- Excellent self-management skills including planning, prioritization, objective setting, meeting management and plan execution are required.
- Good understanding of therapeutic areas of one or more product.
- Ability to provide proactive conference planning, budgeting and copy approval is required
- 4+ years of related experience and a BS or BA degree in marketing or equivalent.
- Certified Meeting Professional (CMP) is required.
- Experience in the event management industry is required.
- Experience in biotech or pharmaceuticals industry required.

Education: See above

Salary Range & Benefits: TBD

Location of Position: Foster City, CA

To Apply Please Contact:

If you are interested in learning more about the position please contact:

Korene Oda-Lindberg, Sr. Staffing Consultant - 650-522-2973 – koda@gilead.com

Contact Email: koda@gilead.com

Contact Phone: 650-522-2973

Additional Information: We're an equal opportunity employer. Apply online today at www.gilead.com