



****JOB OPPORTUNITY in Charlotte, NC****

Position Available:

Office Administrator (Office Manager)

Qualified candidates, please send resumes directly to lori.janssen@conferencedirect.com

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 19 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

The position of Office Administrator is open within our Housing and Registration division located in Charlotte, NC.

Job Details

Title: Office Administrator (Office Manager)
Department: Housing & Registration
Reports to: Senior Director of Housing & Registration

RESPONSIBILITIES

The Office Administrator reports directly to the Senior Director of Housing & Registration and will be responsible for overall office support and accounting. Including but not limited to answering general phone inquiries, creation of departmental reports and ensuring that general office needs are met. This role is responsible for the collection & tracking of all contracts, management of client invoicing and the main point of contact for credit card reporting & disputes. You will be asked to provide overflow support to the contact center as needed. Additional responsibilities above and beyond what is listed above may also be required as needed.

REQUIREMENTS

- BA/BS Degree or equivalent practical experience
- Ability to communicate intelligently and effectively both in person and over the phone
- Ability to learn technology quickly and address issues as they arise

Preferred qualifications

- Experience with the entire MS Office Suite
- Critical thinker/problem solver who can break down complex activities to attainable project tasks



- Ability to think on your feet and operate independently
- Experience with invoicing and departmental/organizational reporting

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.