



****JOB OPPORTUNITY – Los Angeles, CA or Folsom, CA****

Position Available: Project Manager – Operations and Sales

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/>.

RESPONSIBILITIES:

- Annual loan documentation audit
- Monthly payroll and contractor payments audit
- Customer bill back expenses audit
- Manage loan renewal dates
- Manage internal contractual agreement documentation
- Track and obtain Annual Cost Savings Reports from specific accounts
- Manage customer surveys for key accounts
- Update certain quarterly reports
- Manage customer database for events (definite and prospect customers)
- Project manage and track renewals for the following:
 - Lease agreements
 - Certain vendor contracts
 - Insurance
 - 401K plan
 - 1099s
 - W2s
 - Internal agreements
 - Dashboard for key sales personnel
 - Sponsorships
 - Preferred Agreements
- Audit and track associate titles
- Manage customer surveys
- Track new Team Director requirements
- Compare year over year sponsorship holdouts
- Manage car registrations
- Additional duties and projects as required



QUALIFICATIONS:

- Bachelor's degree in Business Administration/Management or related field
- Strong working knowledge of the hospitality industry
- Excellent written and verbal communication skills
- Strong project management skills
- Keen attention to detail in providing accurate and timely reports/data
- Excellent time management and organization skills
- Effective collaboration skills
- Excellent Microsoft Office skills – Word, Excel, PowerPoint

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.