



**\*\*JOB OPPORTUNITY \*\***

**Position Available: Proposal Specialist**

Qualified candidates, please send resumes directly to [joanne.kenison@conferencedirect.com](mailto:joanne.kenison@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 18 years, we've been passionate about achieving better results for our clients.

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

**JOB SUMMARY:**

This position will be located in either ConferenceDirect's Charlotte NC office OR Folsom, CA office.

This position is responsible for:

**RESPONSIBILITIES:**

- Prepare project proposals for housing, registration, call center, and mobile app lines of business
- Assist with improvements to proposal templates
- Complete service agreements utilizing existing templates
- Participate in sales demonstrations and product proposals via teleconference and web conference
- Process inbound web sourced sales requests
- Provide weekly, monthly, quarterly, and annual reporting on proposal due dates, client renewals, proposal success rates, pricing trending
- Attend industry events and tradeshow
- Other duties and responsibilities as assigned

**QUALIFICATIONS:**

- BA degree plus 1-3 years related experience required or equivalent combination of education and experience
- 1+ years of experience in an office environment

**KEY SKILLS:**

- Strong ability to maneuver in a CRM database
- Proficiency in Microsoft Office Suite, especially Excel
- Ability to communicate effectively in one-on-one or group situations, both written and verbal
- Strong written and verbal communications skills
- A drive to develop and improve efficiency and quality of processes



- A service-oriented and positive attitude
- High attention to detail
- Strong ethical standards and high degree of integrity
- Willing to adapt quickly to change

**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.