



**\*\*JOB OPPORTUNITIES – 1 position: REMOTE within U.S.;**  
**1 position: Washington, D.C.\*\***

**Position Available: Sales Recruiting Manager**

Qualified candidates, please send resumes directly to [lori.janssen@conferencedirect.com](mailto: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 INCLUDE (but are not limited to):**

- Recruit independent contractors (100% commission compensation) to ConferenceDirect.
- Establish face to face meetings/appointments with qualified candidates to interview with CEO, Executive Vice President and COO.
- Attend industry events such as PCMA, IMEX, ASAE, MPI and establish appointments with prospect candidates for the CEO, Executive Vice President and COO to interview.
- Make up to 50+ prospecting calls a day, with additional high level of email and LinkedIn activities/ communications each day.
- Manage complex data base, using strong organizational skills.

**QUALIFICATIONS:**

- Bachelor's degree and/or 2-4+ years of equivalent work experience within the hospitality industry
- Strong working knowledge of the hospitality industry
- Excellent written and verbal communication skills
- Keen attention to detail in providing accurate and timely reports/data
- The ability to sell the benefits of the ConferenceDirect work model
- Excellent time management and organization skills
- Tenacity and the ability to make 50+ new solicitation calls per day to prospective candidates, while maintaining communication with traces and a large volume of ongoing prospects
- Self-motivation; requiring minimal supervision
- Enthusiasm, energy and a drive for success

**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.