



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

**Position Available: Sales Recruiting Specialist**

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/>.

**Job Summary:**

The Recruiting Specialist will primarily support the Company's recruiting efforts, and source new leads for sponsorship sales, through daily and ongoing telephone solicitation. The life cycle of potential new recruits will be managed directly by the Recruiting Specialist, working closely with Company leadership. Leads for sponsorship sales opportunities will be referred to a Marketing Program Ambassador for follow-up and closure.

**Responsibilities:**

- Execute ongoing outreach campaign via phone to prospective recruits and supplier partners, and in doing so, uncover new business opportunities for the Company. Quickly determine potential recruit's interest in exploring career opportunities with the Company, and connect interested recruits with Company leadership for a phone and/or in-person conversation.
- Make a minimum of 50-70 prospecting calls per day, using great communication skills.
- Ensure all activity resulting from prospecting calls is tracked in Company systems and traced for the next follow-up.
- Refer new sponsorship sales opportunities to the appropriate department. Provide summary notes with each referral, to ensure follow-up steps for each referral are clear.

**Qualifications:**

- 2-3 years of experience in telesales/telemarketing; prior hotel or CVB sales, or recruiting experience is preferred, but not essential
- Bachelor's degree in Business, Communications, or related field

**Key Technology Skills Needed:**

- Microsoft Office – Outlook, Word, Excel, Power Point
- Intermediate to advanced skill in personal computer software applications

**Other Key Skills and Knowledge**

- Strong communications skills, especially verbal
- Ability to develop and build relationships, both externally and internally, via phone
- High levels of tenacity and perseverance, and ability to surpass ongoing objection
- Excellent time management and organizational skills; ability to meet deadlines and work in a fast-paced environment
- Strong work ethic, and focus on high performance
- Ability to work effectively with executive leadership and with team-members
- A service-oriented and positive attitude; energetic and enthusiastic approach to work
- High attention to detail, and ability to provide accurate and timely progress reports

**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.