



Director of Recruitment

About ConferenceDirect

Founded in 1998, ConferenceDirect, LLC has become one of the largest full-service meeting planning companies with over 325 Associates representing over \$700 million in room revenue, 3,700,000 group room nights, and 10,000 events annually. ConferenceDirect, LLC provides the following core meeting planning services: site selection, contract negotiations, registration & housing, conference management, strategic meetings management services and mobile apps to Association, Corporate, and Affinity customers.

Qualifications

- Bachelor's degree and/or 5-7 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

Responsibilities Include (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.

If you are interested in this position, please respond via e-mail with your resume and compensation information to:

Julie Swan

Director of Recruiting

ConferenceDirect@

Office: 323-307-7128

Julie.Swan@ConferenceDirect.com

www.conferencedirect.com

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.