



****JOB OPPORTUNITY in Folsom, California****

Position Available:

Office Administrator

Qualified candidates, please send resumes directly to 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:

The Office Administrator will report directly to the SVP of Operations and is responsible for overall office support. This position will coordinate office activities and operations to secure efficiency and compliance to company policies. The candidate must possess excellent organizational and leadership skills, have the ability to learn technology quickly, address a variety of issues as they arise, and have the ability to communicate intelligently and effectively.

Responsibilities:

- Create, update and manage various reports using Excel and Word as requested
- Keep dynamic inventory of supplies and specific requests from individual employees
- Order office supplies
- Pickup and distribute mail daily
- Support Executive Team with projects and assignments as requested
- Assist with bi-monthly payroll, checking incomplete timesheets
- Keep updated employee spreadsheet, organizational chart, and telephone directory
- Assist in planning and follow through on department and staff events
- Take minutes during meetings as requested
- Participate in the planning, creation & management of department and company reports
- Manage expense tracking for Executive team
- Act as liaison with property management and handle issues when they arise
- Think strategically about new and inventive ways of servicing our office needs

Qualifications:

- Bachelors degree or equivalent practical experience
- 2+ years of experience in an office environment handling complex issues
- Hotel experience preferred



Key Skills:

- 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
- Multiple years of experience working with Microsoft Office Suite
- Ability to break down complex activities to attainable project tasks

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.