

OPPORTUNITY: EVENT SUPERSTAR SALES* MARKETING*PLANNING

Position Summary

We are hiring a highly motivated, organized, fast paced, goal oriented individual to act as our Event SuperStar!

The Perfect Person

sees life a well of juicy possibilities.

is enthusiastically grateful for the blessings of life.

is excited to provide the highest level of care and support to our clients, as well as our Rock Star Company President.

will bring an “eager-to-learn” attitude to contribute to our fun, creative and A+ player team!

is determined, self-motivated and passionate, willing to do what it takes to get the job done and is able to anticipate situations before they arise.

loves to go above and beyond and believes in the mission and vision of our company.

has a strong phone presence and experience handling a high volume of calls and keeping all information well organized

has great communication skills with a passion and love of helping individuals become empowered. Is upfront and honest.

believes in growing professionally and personally.

MAIN RESPONSIBILITIES: Conference and Event SALES, MARKETING AND EVENT PLANNING.

This job requires an enthusiastic, high energy individual who likes BOTH the details involved in planning conferences/events AND has the interpersonal skills required to execute duties. By delivering excellent sales, marketing and management of events you help ensure the success of our work.. You will report to the President of the Company. ***NOTE: This is a small office which means we do a little bit of everything as the need arises.***

- Marketing of Conferences and Events thru Social Media, TV and other methods
- Manage Conferences and Events to include logistics, marketing, administration.

- Marketing Conference by making phone calls to previous year conference attendees and securing their new registrations
- Provide excellent client care both in writing and by phone
- Capable of implementing the President's vision for all programs
- Always maintain professionalism, tact, diplomacy, and sensitivity to portray the company in a positive manner.

Knowledge, Skills and Abilities

- Able to run multiple projects simultaneously and efficiently
- Has the ability to collaborate and brainstorm creative content
- 5 – 10 years of business office experience.
- Sharp business acumen – great common sense.
- Moderate to high proficiency in Microsoft Windows XP operating system; MS Word; MS Excel; MS PowerPoint; MS Outlook; Publisher.
- Creative, takes initiative, strong problem solving skills.
- Ability to work independently
- Appropriately handle sensitive and confidential information and situations.
- Highly dependable, strong work ethic, results driven.
- Ability to read and comprehend a wide variety of material.
- **Excellent written and oral communication skills and customer service skills; with a natural ability to build strong, trusting relationships with customers and coworkers at all levels.**
- Ability to compile data accurately.
- Ability to initiate, plan and manage projects and meetings.
- Ability to focus on details, prioritize and meet deadlines.
- Outgoing and friendly personality with a commitment to exceed customer expectations at all times.
- Excellent organizational skills with **attention to detail.**
- Consistent, well-organized and dependable performer with the flexibility to adapt to constantly shifting priorities and client requirements.
- Ability to work under tight deadlines & handle stress and related pressures.
- Approaches all projects with a “can do” attitude consistently delivering on commitments. Maintains a winning, positive attitude no matter what the situation. Always goes the extra mile ensuring attainment of company performance targets.
- Spanish speaker a plus.
- High School Graduate required. College Degree not required but a plus.
- **Previous conference/event experience a definite plus.**

Email your resume AND Salary Range Desired to: alianaapo@gmail.com