



**SALES AND MARKETING ADMINISTRATOR
August 2021**

Position available: Immediate

Conferences Designed creates unique experiences for clients, providing full-service meeting planning services to corporations, associations, and law firms of all sizes. We do this in a positive and life-loving environment.

Candidate should be polished, professional, flexible, engaged in their work and want to further the mission and bottom line of the company. We take our work seriously and move at a fast pace, while also taking time to enjoy the journey and have fun along the way.

Job Summary: Provides administrative support to President and for the company, with a focus on sales and marketing.

Duties

Primary duties will include but are not limited to the following:

- Assist with basic administrative functions of an office.
- Conduct market research and create detailed report of findings.
- Monthly filing and credit card account reconciliations.
- Complete expense reports.
- Compose correspondence.
- Contribute to the maintenance of project budgets.

Liaise with venues to collect information.

Create, organize, and maintain physical and network files.

Create and distribute marketing e-newsletter.

Maintain sales database.

Create and manage company project calendar.

Conducts research on prospective clients and corporations to identify and evaluate current needs and research items as needed for client proposals and requests.

Admin will meet with President weekly and update on projects and plan for the following week.

Admin should understand occasionally urgent projects arise that take precedence over planned weekly projects.

Key Competencies

Candidates should possess the following skills:

Must possess above average skills in MS Office Suite, especially Word and Excel.

Excellent writing, editing, grammatical, organizational, and research skills.

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Excellent communication skills.

Excellent typing skills.

Ability to build productive business relationships.

Demonstrate proactive approaches to problem-solving with strong decision-making capability. Not afraid to ask questions!

Maintains discretion and confidentiality in relationships.

Emotional maturity.

Highly resourceful team-player, with the ability to work independently.

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.

Forward thinker, who actively seeks opportunities and proposes solutions.

You are...

Dependable. Flexible. Reliable. Trustworthy. Team-oriented.

Honest and ethical, with a strong work ethic and a desire to learn.

MAC experience is a plus but not required.

Must like dogs, as there are two in the office.

What we really want

A go-getter with a positive attitude, high-trustworthiness, confidential, smart, dedicated.

Must have a great rapport with CEO.

A little bit personal assistant and office manager, a little bit marketing guru, a lot of kindness and compassion; organized, motivated and positive!

Our work environment is casual, but we take our work very seriously.

Very flexible hours, as most work may be outside of our physical office.

Salary and Benefits

Salary is commensurate with qualifications and experience. Two weeks paid vacation each year. If health insurance is not offered, a stipend to partially cover insurance will be available.

Equal Opportunity Employer.

Will be required to sign a confidentiality agreement.

A background check will be conducted prior to hiring.

There is no travel with this position.

The office is one mile from SMU. May start as part time if desired.

Please send cover letter and resume to Ms. Cori Dossett at

cori@conferencesdesigned.com. **Absolutely NO phone calls.**

Conferences Designed, LLC.

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