



**Position Title:** Assistant, Events and Supplier Relations  
**Supervisor:** Vice President of Events and Supplier Relations

**Position summary:**

This position manages the registration process and provides meeting planning support for all association events

**Qualifications:**

- One-two years of meetings and events experience preferred with some registration experience desired.
- Excellent verbal and written communication skills; ability to interact well with members;
- Experience working with a membership database (Salesforce experience is a plus); demonstrated ability to manage and maintain data records with accuracy and thoroughness;
- Ability to organize, prioritize, and multi-task;
- Must be detail-oriented;
- Ability to work independently, but also contribute to a collaborative team environment;
- Must be energetic, self-starting, and dedicated to the work of the organization; and
- Must be able to lift boxes up to 20-25 pounds

**Staffing World and Staffing Law Responsibilities**

**70%**

**Database and Registration maintenance**

- Checks registrations received and processed online to ensure accuracy of members' data entry
- Processes meeting registrations that may come in by invoice creator, mail, e-mail, or over the phone
- Assists the Vice President, Events and Supplier Relations on their tasks that need to be completed
- Manages Attendee registration
- Manages registration on-site at events
- Tracks pending payments (including on-site collection)
- Works with marketing and communication departments to create attendee rosters, on-line and on-site registration forms
- Pulls registration reports for marketing team to prepare for the emails that go out to attendees
- Creates balance due reports to be taken on-site
- Registers presenters at their specific rates based on their contracts
- Creates and manages events in association database (Fonteva/Salesforce)
- Creates and implements registration configuration plan
- Creates and updates the event order confirmation emails
- Coordinates with finance to invoice unpaid balances at conclusion of meetings
- Coordinates with finance to process and issue refunds
- Coordinates with finance to finalize and pay invoices as needed
- Tracks all credits and complimentary registrations
- Sends credit summaries to companies throughout the year

**Meeting Planning**

- Orders and manages all convention event temporary staff
- Orders all specialty items
- Makes any event reservations, such as dinners, needed for different groups in the association
- Attends planning meetings for Staffing World and Staffing Law and takes meeting minutes



## **Administrative**

- Maintains and organizes inventory for all necessary meeting supplies
- Organizes and maintains meetings storage closet
- Coordinates all the packing and unpacking of material
- Assists Vice President of Events and Supplier Relations with convention related operations as needed
- Assists Director of Events and Supplier Relations with convention related operations
- Researches and books flights when needed for onsite staff

## **Website**

- Proofs web pages for Staffing World and Staffing Law to ensure accuracy of information and registration pages

## **Travel**

- Attends Staffing World, Staffing Law and ExecuVision and serves as on-site registrar and one of the on-site contacts for attendees

## **ExecuVision Conference**

**15%**

- Checks registrations received and processed online to ensure accuracy of members' data entry
- Creates and manages events in association database (Fonteva/Salesforce)
- Creates and implements registration configuration plan
- Creates and updates the event order confirmation emails
- Processes meeting registrations that may come in by invoice creator, mail, email, or over the phone
- Manages the ExecuVision inbox and responds to inquiries
- Coordinates with finance to process and issue refunds
- Coordinates with finance to finalize and pay invoices as needed
- Organizes and orders the attendee's badges from a third-party company
- Assists Vice President of Events and Supplier Relations with conference related operations as needed
- Researches and books flights when needed for onsite staff

## **Women in Leadership Events**

**10%**

- Checks registrations received and processed online to ensure accuracy of members' data entry
- Creates and manages events in association database (Fonteva/Salesforce)
- Creates and implements registration configuration plan including the event order confirmation emails
- Processes meeting registrations that may come in by invoice creator, mail, email, or over the phone
- Manages and responds to emails about this event through the Meetings inbox
- Coordinates with finance to process and issue refunds
- Coordinates with finance to finalize and pay invoices as needed
- Assists Director of Supplier Relations with event related tasks

## **Miscellaneous Administrative Responsibilities**

**5%**

- Serves as a member of the phone team
- Assist other departments with meeting rosters, table tents and name badge production as needed
- Assists other departments as needed with meetings related tasks