



JOB POSTING – REGISTRATION COORDINATOR

JOIN OUR TEAM: World Corporate Games Houston 2017 www.wcghouston.com

JOB DESCRIPTION:

- Work under the direction of Registration and Accommodations Manager for all registration and hotel room needs of the event
- Responsible for coordinating registration for 7,000-10,000 participants participating in the event through Active registration portal
- Assist with travel requirements for participants of World Corporate Games
- Work with Sales Department to service any large groups or companies participating in the event including group registrations and billing
- Plan and facilitate on-site registration during the event
- Identify and communicate volunteer needs to appropriate staff members to ensure the needs of the event are being met

MANDATORY REQUIREMENTS – Successful candidate will have a superior customer service mind-set possessing the character and experience to support our goal to provide a world class event in Houston

- Four year degree in sports management or marketing plus experience in event planning preferred
- Ability to communicate both orally and through written work is a must
- Strong working knowledge of registration systems and processes
- Ability to maintain travel related records in Excel to include hotel room pickup, complimentary rooms for VIPs, and room block summaries
- Ability to clearly communicate with participants of World Corporate Games and answer requests in a timely manner
- Professional experience working in Excel
- Must be able to multi-task
- The applicant must be an enthusiastic team player willing to travel at times, and work flexible hours to include evenings, holidays, and weekends when needed

TIME FRAME: THIS IS AN INDEPENDENT CONTRACT POSITION

- Start Date: As soon as available. Contract runs now through **November 30, 2017**

COMPENSATION: Base pay is based on experience.

TO APPLY:

Submit a confidential cover letter and resume to:
Meredith Pardue, Community Relations Manager
701 Avenida de las Americas, Suite 450
Houston, Texas 77010
Email: mpardue@houstonports.org

No phone calls please.