



## JOB ANNOUNCEMENT

### Registration Coordinator (Temporary Employment)

Pacific Summit Resources, LLC (PSR) is a wholly-owned LLC of the National Center for APEC that provides organizers of international executive-level events and summits with a wide range of consulting services including program development, sponsor recruitment, and logistical support. The office of PSR is based in Seattle, Washington.

PSR is currently hiring a temporary position, **Registration Coordinator**, to develop and maintain registration websites using online event management software (Cvent). The Registration Coordinator will report directly to the Vice President of Operations. Must be detail oriented, organized, excellent interpersonal and communications skills and enjoys working with a variety of clients. Work will involve communication and a high degree of confidentiality.

#### Specific Duties and Responsibilities:

- Provide event and attendee management support;
- Development and maintenance of event registration websites and forms using Cvent;
- Process registrations, including entering and modifying registration data;
- Develop and delivery reports and registration lists;
- Create marketing emails and event communications in Cvent;
- Assist and respond to attendee inquiries via email in a timely manner;
- Provide registration instructions as needed and follow-up on registration completion.

#### Requirements:

- Must be proficient in Cvent;
- Minimum of one year experience developing, maintaining and managing event registrations in Cvent;
- Knowledge of HTML or experience using an HTML editor is a plus;
- Design experience or “an eye for design” is a plus;
- Proficient in Microsoft Office programs, with an emphasis on Excel;
- Must have exceptional customer service skills;
- Ability to multitask, adapt and prioritize conflicting deadlines;
- High level of detail and accuracy in handling information for internal and external stakeholders;
- Excellent interpersonal and communications skills are required;
- Ability to work under pressure independently and excellent time management skills.



**Compensation and Schedule:**

- \$15.00 per hour;
- This is temporary employment and targeted to begin in March 1 and end on September 30, 2014;
- Work hours will vary and will be based on the needs of PSR, but will not exceed 40 hours per week;
- Must be available to work Monday-Friday, 8:00 am – 5:00 pm PST;
- Must be able to work the events, which are both in Seattle – July 10-11 and September 4-6, 2014;
- Local applicants are preferred, but will consider telecommute.

**To Apply:**

Please submit a cover letter, resume and three professional references with phone numbers by March 7, 2014 to Marilou Christiansen, [mchristiansen@ncepec.org](mailto:mchristiansen@ncepec.org). **NOTE:** *Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.*