

Position Title: Housing Manager (Contract Position)

Date Available: August 15th

Company: FROSCH Global Conferences & Events

Brief Description of Company/Position: FROSCH is a privately owned travel management company founded in 1972. FROSCH maintains offices nationwide, placing it among the top ten agencies in the United States. The GC&E division offers full service conference, special event, meeting, incentive and tradeshow planning. We are currently looking for a contract housing manager for a large project, being held in Rio de Janeiro, Brazil in October 2011.

Responsibilities:

- Build and manage housing team
- Gather and evaluate data to support projected room blocks
- Manage room block allocations with all exhibitors and sponsors
- Monitor attrition clause deadlines and room block pick-ups
- Commission / rebate collection services

Qualifications Required:

- Experience with large city-wide room block management; from negotiating contracts, allocating room blocks between multiple properties, managing inventory levels and revenues, etc.
- General international experience and international hotel contract negotiation are a plus
- Passkey experience is a plus
- Brazil experience is a plus
- Air block experience is a plus

Education: BA and CMP are desirable, but not required

Salary Range & Benefits: DOE

Location of Position: Burlingame, CA

Is a Relocation Package Available: No

To Apply Please Contact: Dena Walsh, Director of Operations

Contact Email: dena.walsh@frosch.com

Contact Phone: No phone calls please

Additional Information: Need 15-18 month commitment