

Senior Registration Project Manager

Woodberry Events, Inc. ("WEI") awarded "Best Places to Work" for 2004, is a premier personalized business event planning company known for its precision execution of corporate events located in downtown San Francisco. We provide a work environment that is challenging, satisfying, and rewarding, and one where employees are encouraged to do their best. WEI is looking to hire a Registration Project Manager to oversee all aspects of a program's registration process.

Responsibilities:

- Gather all program-related information through meetings with internal team and client and manage registration deliverables from Master program timeline
- Work with IT to develop Web registration and Web reporting processes
- Manage air travel agents to collect program travel information and establish process for exchanging data
- Produce and organize badging process for program attendees, order and maintain mailing supplies associated with program mailings (fed ex env/labels, postage, etc.), co-manage program mailings with the Operations Program Manager and reconcile final air, hotel and registration billing
- Customize and maintain program database
- Create and customize various reports from FileMaker Pro and/or Access
- Manage room block inventory, billing process and master accounts on-site, liaise with Hotel Reservation Manager/CSM and reconcile final hotel bill
- Produce on-site roadbox, binders, supplies and reports, coordinate on-site registration needs in conjunction with IT and Operations, manage on-site registration process and registration team, reconcile rooms billing on a daily basis in conjunction with the hotel accountant

Qualifications Required:

- 5+ years of experience as a Registration Project Manager for an event company required
- Exceptional customer service skills
- Ability to work well in a team environment
- High degree of accuracy, detail and results orientation
- Proficiency in Microsoft Office Suite required (expert in Excel) as well as proficiency in internet usage, experience with FileMaker Pro and/or Access a plus
- Must be able to work regular office hours on site in our San Francisco office
- Bachelor's degree or equivalent experience
- Position requires up to 25% travel

For further information about WEI, visit our website at <http://www.woodberryevents.com>. Woodberry Events is an equal opportunity employer. **If you are interested in applying for this opportunity, please submit your resume and salary requirements to knwalker@woodberryevents.com.** All submissions will be evaluated and interviews will be conducted for those applicants who most strongly fit our needs. If you are not contacted for an interview, your resume will remain on file and active for available positions for a period of one year.

No Phone Calls Please
No Agencies or Recruiters