

Job Description Summary

Assists the Speaker Bureau team in pursuing flawless planning and timely execution of peer-to-peer education through a variety of administrative and logistical actions. Primary activities include executing tactics, timeline updates, coordination with vendors, and team support.

Job requirements also are to believe in, live, and communicate our corporate Core Values

**Key Roles:**

- Tactical execution
- Timeline updates
- Coordination with vendors
- Team support

Responsibilities

- Coordinates all logistical aspects of speaker programs (live and digital) from initiation to reconciliation
- Handles contracts with all meeting vendors/venues
- Manages recruitment and registration and communicates with project participants
- Coordinates all speaker ground, air, and hotel arrangements with preferred travel agency
- Creates and distributes meeting materials using provided templates
- Facilitates packet assembly, mailing, and shipping; faxing, phoning, emailing
- Assists in tracking project reporting and financials, including end-of-program reconciliations
- Communicates with internal and external clients with timeliness and accuracy
- Handle shifting priorities and maintains demeanor in high intensity situations
- Identifies, resolves, and follows up on any issues
- Keeps team up to date on project status
- Performs any and all other job duties that may be assigned by JB Ashtin

Requirements

- Associate degree (Bachelor's preferred)
- Previous administrative / project support assistance a plus
- Demonstrated experience managing logistical aspects of web-based projects a plus
- Ability to multitask and meet challenging deadlines
- Excellent organizational and follow-up skills with strong attention to detail
- Team-oriented attitude with a positive customer service focus
- Enthusiastic, self-motivating, and flexible
- High level of communication skills, both written and verbal
- Ability to take the initiative and solve problems with limited direction
- Proficient in Microsoft products (Word, Excel, PowerPoint)