



4800 Curtin Drive
McFarland, WI 53558
(608)838-4194
FAX (608)838-8367
www.amtelco.com

Job Description – Convention Coordinator

AMTELCO is looking for a Convention Coordinator to be in charge of coordinating trade shows, meeting planning and company conferences. AMTELCO is a leading provider of call handling and messaging software for the healthcare, answering service, and call center industries. This position is also involved in other marketing functions including arranging business travel, vendor selection, record keeping and negotiation.

Full Time position – reports to Marketing Manager

Duties:

- Procure airline flights, car rental and hotel rooms for sales and marketing staff
- Plan and execute entire show process from selection to post show evaluation
- Select booth location, carpet, internet, phone, exhibitor appointed contractors etc.
- Prepare literature, promotional items, booth supplies for company trade shows and events
- Coordinate shipping for exhibit materials delivery and return from events
- Negotiate rates with hotels, restaurants, show vendors for best quality and price
- Prepare event booklets for file and attendee reference containing all relevant papers, contracts and orders
- Prepare and develop proposals, budget records and contracts
- Procure travel for other departments, guest presenters and customers as needed
- Maintain and organize inventory of show room supplies. Maintain show stock room
- Develop and maintain company convention schedule and deadline checklist calendars
- Works with managers and departments throughout company

Other Duties:

- Select, order and distribute company logo apparel
- Maintain company travel policies and forms for show travel
- Coordinate show including working with management, graphics, shipping, production
- Substitute for AMTELCO front desk receptionist as needed
- Assist with special projects as assigned

Desired Qualifications:

- Bachelor or Associate Degree in Meeting Planning or Marketing
- Solid Excel, Word, Keyboarding and Microsoft Office Suite Skills
- Ability to use internet travel search engines including individual airlines, Travelocity, Orbitz, Priceline, etc.
- Project management skills
- Two years' experience in meeting planning or related field



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- Strong problem solving skills, attention to detail and multi-tasking skills
- Reliable with a professional attitude
- Strong communications skills. Ability to work independently and as a team player

Excellent benefit package and great working environment included. Salary is dependent on qualifications.

To apply for this position:

- Submit a cover letter, resume and three references. Email this information to:
Employment@Amtelco.com
- The Convention Coordinator position is located at Amtelco's corporate headquarters in McFarland, WI.