



WESTFALL GOLD

Job Description

Event Service Administrator (Contract)

Role Overview: The Event Service Administrator provides a broad range of administrative support to the Client Service Team.

Responsibilities:

1. ***Manages the Resort Availability Grid.*** Contact Resorts to determine availability and rates for Major Donor Event Weekends. Review the specific requirements with potential resorts and organize resort rates in an excel spreadsheet. Update the spreadsheet on an ongoing basis and respond to urgent requests as needed.
2. ***Supports the Client Service Team with various administrative tasks.*** Provides a high-level of customer service and excellence with all assigned tasks.
3. ***Occasionally provides administrative support in preparation or Major Donor Events.*** Assists the team with pre-event tasks such as preparing and mailing letters, assembling welcome bags and pillow gifts.
4. ***Accomplish other objectives, as necessary or assigned.*** Complete other activities related to Major Donor Events or company related projects as assigned from time to time.

Qualifications:

- Bachelor's degree preferred

Skills

- Excellent verbal/written communication, negotiation skills
- Advanced experience in using email/calendaring, Microsoft Outlook, Word, Excel

To apply, please send the following to careers@westfallgold.com:

- Resume
- Please review our website and provide a response in your cover letter (no more than 500 words) to the following question: **Why would you love to work for Westfall Gold?**