



Administrative Assistant – Exhibits

We are looking for an Administrative Assistant who will report to and support the Senior Vice President, Exposition Sales & Management.

Requirements:

- Meeting logistics - Assist in the coordination and execution of administrative phases of meeting planning for events including but not limited to: speaker coordination and requirements, preparation of Function Books, meeting room diagrams, catering, housing accommodations, decorations, communications, printing and shipping.
- Executive administration –scheduling, travel arrangements, expense tracking and reports, etc.
- HS diploma or equivalent required; Associates degree preferred
- 3+ years of administrative experience working directly for executive-level staff
- Detail oriented
- Ability to handle multiple tasks
- Excellent organizational skills
- High-level proficiency in Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communications skills
- Ability to type a minimum of 50 w.p.m. accurately
- Excellent spelling and grammatical skills
- Ability to keep confidential data secure
- Excellent proofreading skills
- Meeting/event planning experience preferred

We offer excellent benefits and a casual work environment. Please fax resume with salary requirement to 703-818-9177 Attn: HR or email jsajobs@jspargo.com. You may also visit our website at www.jspargo.com to view other current job openings.