



## Registration Account Manager

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We have an opening for an Account Manager to handle registration services for multiple clients. The ideal candidate must be able to plan, coordinate and manage all aspects of registration for expos/conferences with 200 - 25,000 attendees.

### **Requirements:**

- HS diploma or equivalent; Bachelor's degree preferred
- 3+ years trade show and/or meeting planning experience
- 2+ years database experience (Access and Excel preferred)
- Proficiency with Microsoft Word, Excel, and Access
- Excellent verbal and written communication skills
- Must be able to multi-task and require little supervision
- Must be an organized team player who has attention to detail
- Travel required: 25%

We offer excellent benefits and a casual work environment. Please fax resume with salary history to 703-818-9177 Attn: HR or email [jsajobs@jspargo.com](mailto:jsajobs@jspargo.com).