



Team Members - Temporary

We are looking for three (3) Team Members to assist us with a client's annual meeting. One (1) person will be needed from approximately 2/20/12 to 6/22/12 while the other two (2) people will be needed from approximately 3/19/12 to 6/22/12. The hours will be Monday through Friday from 9:00 am to 5:30 pm. All temps must be able to travel to the meeting in Chicago, IL from ~ 5/25/12 through 6/6/12.

Responsibilities Include:

- Support the Registration staff as needed
- Ensure support team timelines/deadlines are met
- Complete Customer Service, Registration and TNS training
- Assist with supervision of temporary staff
- Assist Customer Service in handling and resolving problem calls
- Answer inquiries via phone, fax, email, etc.
- Perform data entry and data grooming/manipulation
- Oversee preparations for mailings and shipment
- Provide onsite support for the annual meeting

Requirements:

- HS diploma or equivalent
- Conference registration experience a plus
- Exceptional communication and organizational skills
- Proficiency with Word, Excel and Outlook; Access preferred
- Must be a highly motivated, efficient self starter that requires minimal supervision
- Must be able to handle ongoing change and high pressure situations

If interested, please fax resume with salary requirement to 703-818-9177 Attn: HR or email jsajobs@jspargo.com.