



Operations Coordinator L1

Operations Coordinator level one serves directly under the Director of Operations and all members of the Operations Team. Duties include the items listed below, as well as performing a variety of responsibilities required by Directors or Executive Team. As a L1 Coordinator you will learn the business from the ground up by assisting team members while learning different styles.

Management of Programs / Events

- Assist Destination and Event Managers with programs and events.
- Operate small programs and events.
- Prepare and review event orders, the scheduling of the events and confirm that all services and necessary preparations are in order.
- Schedule, direct and coordinate the activities of field staff, subcontractors and vendors as required to successfully execute the assigned events.
- Research/Shop specialty items as needed for events.
- Make deliveries and pick-ups for management team.
- Effectively communicate information through written correspondence and oral communication with the client, hotel / venue contacts and internally.
- Attend pre-convention meetings, site inspections as necessary with managers and salesperson.
- Act as studio and client liaison to assist managers who are on site or out of office.
- Responsible for all other aspects of programs and events set forth by the Destinations by Design operations service standards.
- Attend weekly event order meetings to assist director and attend bi-weekly operations meetings.
- Responsible for final invoicing, approving invoices, timesheets and all credit card back-up for charges relating to the operation of a program.

Qualifications

- Ability to work successfully and solve problems in a deadline-driven environment where multitasking is commonplace.
- Excellent interpret skills on a variety of instructions furnished in written, oral, diagram and schedule form.
- Extensive computer experience and knowledge which must include all Microsoft Office programs and QuickBooks.

Requirements

- 2+ years' experience within the hospitality industry
- Flexible work schedule



- Valid Nevada Driver's License
- College degree
- Background and drug screening