

. V I S I T .

# ALBUQUERQUE

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## JOB POSTING

Position Title: Convention Services Coordinator

Department: Convention Sales, Services & Sports

Salary/Benefits: Base salary, DOE with excellent benefits package including paid downtown parking and 401k program with match.

Job Summary: Visit Albuquerque, a private, not-for-profit corporation, seeks a Services Coordinator with excellent customer service, time management and interpersonal communication skills. Supports the services team effort to respond to all needs related to the leisure visitor and meetings and convention attendees' experience in Albuquerque. Responsible for small definite groups, currently defined as 51-150 on peak. Serves as primary administrative and operational support person for the Visitor Services Manager. Occasional weekend and evening work.

Requirements: Education/Experience: High School diploma or equivalent with some post-secondary education preferred; and 1-2 years of related experience or equivalent combination of related education and experience. Computer proficiency in Word, Excel, Outlook and willingness to learn new database software required. Must have flexibility to work some evenings and weekends. This position requires individual to have reliable transportation to complete some essential duties and responsibilities.

Date Posted: January 2, 2020

**To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:**

Human Resources - CSC  
Visit Albuquerque  
20 First Plaza Galleria NW Suite 601  
Albuquerque, NM 87102  
Fax: 505-247-9101  
e-mail: [jobs@visitabq.org](mailto:jobs@visitabq.org)  
[www.visitabq.org](http://www.visitabq.org)

No phone calls please

*Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.*