



## JOB POSTING

**Position Title:** Convention & Visitor Services Administrative Assistant – 30 hour position

**Department:** Convention Services

**Salary/Hours/Benefits:** Base salary DOE, 30 hrs/wk, with benefits including paid downtown parking and flexible schedule.

**Job Summary:** Visit Albuquerque, a private not-for-profit corporation, seeks an individual who will provide variety of coordination and administrative roles focused on conventions, meetings and reunions held in Albuquerque. Other responsibilities will include submitting RFPs to partners, assisting with volunteer events, maintaining inventory of collateral for department, and keeping records in database. Records post-convention survey results and communicates to services team.

**Requirements:** Qualified candidates will have a high school diploma or equivalent plus one or more years related experience or equivalent combination of education and experience. Demonstrated proficiency with MS Word, Excel, and Outlook.

Ability to learn industry database software. Knowledge of the hospitality industry a plus. This position requires individual to use personal vehicle to complete some essential duties and responsibilities.

**Date Posted:** February 28, 2019

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

Human Resources - CVSAA  
Visit Albuquerque  
PO Box 26866  
Albuquerque, NM 87125-6866  
Fax: 505-247-9101  
E-mail: [jobs@visitabq.org](mailto:jobs@visitabq.org)  
[www.itsatrip.org](http://www.itsatrip.org)

**No phone calls please**

**EOE**