



Office Administrative Coordinator & Vendor Manager

www.premiereventslive.com

As of 2/1/17

Position:	Office Administrative Coordinator & Vendor Manager	Position Type:	Full Time
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Job Description:

Proactive, extremely organized, energetic and resourceful team player that provides administrative support as well as manages the vendor program (food and artist market) for the company’s festival and event projects. This team member will manage procurement and contracting with food and artist market vendors for all company projects. Additionally this individual will provide key organizational and administrative support to the entire Premier Events team.

Duties:

- Work with Business Development Director to assist with general sales. Duties would include generating sales proposals, client contracts, researching potential clients, etc.
- Provide general organization and data entry to track team deadlines and activities.
- Assist Operations Manager in preparation of event forms and required settlement reports.
- Manage data entry and complete event settlement reports, troubleshoot any discrepancies and work with Operations Manager, Project Manager and Event Admin Manager to successfully resolve settlement errors.
- Fields all inquiries from food and artist market vendors and provides timely response.
- Maintains favorable relationships with key food and artist market vendors.
- Posts vending opportunities on company’s online vendor application and fields/processes applications. Manages all contracting, invoicing and reporting for vendors. Gathers information from food vendors as required for event health department permits. Provides vendor show report for effective on site management.
- Issues post event vendor survey for each event, collects survey results for future consideration and planning.
- As required, assist with contacting staff to resolve event pay discrepancies, distribute credit card tips funds, etc.
- Provide general office administrative support for the Premier Events management team which could include filing, organizing, database entry, general research, etc.
- Attends regular staff meetings and event organizational meetings as required.
- Other duties as assigned.
- Maintains company and client confidentiality.

Requirements:

- Must have reliable transportation.
- Must have working knowledge of Microsoft Office Suite – Outlook, Word, Excel, PowerPoint.
- Must be detail oriented, extremely organized and ability to multi-task successfully.

OTHER:

Salary:	Commensurate with experience
Vacation:	2 weeks annually
Hours:	9am – 5pm at Premier Events warehouse office. Additional event hours are possible based on schedule.

TO APPLY:

Send resume with cover letter to laura@premiereventslive.com . Deadline for application is March 13th



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About Premier Events

Premier Events builds extraordinary events. We are the leading events company setting the standard for excellence in creating and producing 'can't miss it' entertainment experiences. Premier Event's mission is to create successful, safe and memorable events that gather people together to celebrate life. We are a creative and dedicated team that produces and provides professional management for festivals, special events and venues.

Premier Events is a full service event production company that offers expertise in all facets of event management including event concept design, logistics planning and execution; sponsorship sales and fulfillment; consumer marketing; entertainment programming and concessions management. Founded in 1995, Premier Events has established itself as the 'go-to' event resource for creating successful, exciting, safe and profitable events. Our diverse range of projects represents all sizes and types of projects including music festivals, concert series, arts festivals, sporting events, food festivals, community events, holiday celebrations, award-winning entertainment venues and more. With more than 125 years of combined professional experience, the Premier Events team is passionate about creating memorable event experiences for consumers.