TEMPORARY HOUSING SERVICES COORDINATOR

VisitPITTSBURGH is recruiting for a temporary Housing Services Coordinator

✓ Position starts December 2018 and ends September 2019.
✓ $12/hour pay rate. No additional benefits provided. Transportation to and from work is unpaid.
✓ Must be available to work a flexible work schedule averaging 21 hours per week, maximum of 1,000 hours.

Responsibilities
Assist in the coordination of Housing Reservation Services through administrative, organizational and operational support of a central housing reservations service for delegates attending area conventions and events.

Essential Duties
• Enter reservation data into the housing software
• Prepare hotel reservation requests for processing
• Send acknowledgement forms to delegates
• Address delegate questions and concerns regarding hotel accommodations
• Answer telephone and email requests for housing reservations
• Perform reconciliation of housing reservation reports

Requirements
• Professional self-starter, able to take the initiative and learn the Housing functions and reservation system, take on tasks as assigned, and work both independently and proactively to achieve assigned tasks and goals.
• Strong oral and written communication skills, able to effectively communicate information to meeting and event planners, delegates and partners.
• Organized and a logical and rational thinker and team player, able to multi-task and meet deadlines in a fast-paced and high-energy work environment.
• Strong interpersonal, tact, diplomacy and customer service skills.
• Proficient in MS Office Suite (Word, Outlook, Excel). Knowledge of basic HTML, web design and hotel reservation systems (specifically Lanyon Passkey) is preferred. Familiar with accommodations and services available at local hotels, social media and database management is a plus.

HOW TO APPLY:
E-mail a cover letter of interest, resume and one professional reference to hr@visitpittsburgh.com No calls, please. Based on our hiring criteria, only qualified candidates with the required credentials will be contacted.

VisitPITTSBURGH is dedicated to the principles of equal employment opportunity. September 2018