

PPAI JOB DESCRIPTION

Registration and Housing Specialist

The Registration and Housing Specialist is responsible for assisting with the coordination of registration, housing, and certain logistical orders and functions for members, vendors, and employees involved in PPAI tradeshow and PPAI produced events.

Reporting Structure

Title of reporting manager: Show Manager
Department: Expositions

Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time / Part-Time / Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start Time Flexible
Work Location: Position must work from HQ location

Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Learn the registration and housing process and upon demonstrating a complete understanding of the process, coordinates the production of registration for PPAI events. This includes all pre-production, onsite production and post production activities. Activities include but not limited to working with vendor(s), logistical setup of registration, coordination of temporary personnel onsite, coordination of temporary registration personnel at PPAI HQ, and day-to-day coordination of registration.
2. Coordinates with the Meetings and Travel Planner on implementation of housing within the registration system.
3. Coordinates temporary personnel training, schedules and assignments hired to work onsite at certain PPAI events.
5. Tracks statistical data and produces accurate reports related to registration and housing numbers for certain PPAI events.
6. Works with Show Manager, Operation Manager or Meetings and Travel Planner on certain logistical needs for PPAI events pre-show, onsite and post event as assigned.
7. Works onsite at PPAI tradeshow and PPAI produced events.
8. Other duties as assigned

Secondary Responsibilities

1. Works with Meetings and Travel Manager on travel needs for certain PPAI events.
2. Answers incoming telephone calls.
3. Works with membership on any registration issues and needs.
4. Updates and monitors certain budgetary accounts to accurately report on expenses for PPAI Events as assigned.
5. Creates, maintains and updates production schedule

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/ Certification	Major/ Minor
High School (Required)	Diploma	
Accredited University (Preferred)	Bachelors	Business or Hotel/Restaurant Management

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Operations experience in tradeshow	3+	Preferably operations experience in a Tradeshow Week top 100 tradeshow

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Excellent Communication Skills (verbal, written and presentation)		Proficiency
Strong Organizational Skills		Proficiency
Prioritization and Project Management Skills		Proficiency

Demonstrated Ability to manage and track multiple projects and deadlines simultaneously		Proficiency
Microsoft WORD, Excel, PowerPoint, Outlook and Access		Proficiency
Ability to learn new software programs quickly (IMIS, UPIC, etc.)		Proficiency
Experience working with CAD designing programs		Proficiency

Physical Requirements

- *Sitting: Yes
- *Standing: Yes. At PPAI Events, extended periods of standing required.
- *Lifting: Yes- 25 lbs.
- *Pushing/Pulling : Yes
- *Bending/Stooping: Yes
- *Extended work hours, extended weeks (endurance requirement). Travel to and work offsite at PPAI Events as required. Requires extended work hours above and beyond the standard 8-hour work day.

Work Environment

- *Office environment
- *Trade show floor or event venues – Requires extended period of times walking and standing.
- *Temperature controlled environment – in office. At PPAI Events, not always.
- * Travel: Must be able to travel at least 10% to Expo and Expo East.