



Convention Administrative Assistant

This position is responsible for keeping track of all special item orders that are placed, shipped and received for each event. This position works with the warehouse team to keep convention inventory organized, as well as help facilitate shipping and receiving.

ESSENTIAL JOB FUNCTIONS:

Essential duties may include, but are not limited to the following:

- Administrative skills, note taking, typing
- Strong organizational skills including attention to detail and ability to multi-task – able to maintain filing, book appointments and balance a budget
- Time management skills and ability to prioritize a large volume of tasks – self-motivated to run business errands timely and efficiently
- Self-motivation, enthusiasm and willingness to learn
- Great customer services skills – professional phone etiquette
- Ability to manage multiple projects independently
- Capable of working with internal and external teams and partners
- Assist with facilitation of conferences and conventions
- Travel requirement - 25% or less

PHYSICAL REQUIREMENTS:

- Frequently required to sit, stand, walk, bend and reach
- Frequently lift and/or move up to 50 pounds

QUALIFICATIONS:

- Organizational skills
- Computer knowledge
- Time management skills
- Creative skills
- Flexibility
- Excellent people skills

EXPERIENCE AND TRAINING GUIDELINES:

Education: High School Diploma or above

Experience: Previous administrative assisting and travel booking experience preferred

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