



SHWorldwide, LLC
JOB POSTING: SITE SOURCING COORDINATOR

Posting Date: April 15, 2019
Job Title: Site Sourcing Coordinator
Reports To: Director of Site Sourcing, Housing & Registration
Department: Site Sourcing & Housing
Position Type: Full-time, Hourly

ABOUT SHW

SHWorldwide, LLC ("SHW") is the preferred global partner for creating, managing and delivering state-of-the-art event experiences for top-tier corporations and convention organizers.

POSITION SUMMARY

SHW's Site Sourcing team manages the relationships between SHW, individual hotels, hotel brands and Convention & Visitors Bureaus (CVB). Through the use of SHW's Request for Proposal (RFP) Tool, Site Sourcing provides customers with best-available and best-fit hotel options for meetings and events. The Site Sourcing Coordinator position is responsible for utilizing the RFP Tool and Salesforce to enter contracted program values and expected commissions, collection of actualized program financial details and invoicing hotels for commission owed to SHW. In addition, this position supports fellow members of the Site Sourcing team by assisting with sourcing properties; editing reports; hotel/CVB communications; negotiations of hotel rates, concessions, and space; facilitates close-won process upon contract signing; participates in hotel meetings/events; and other department-related tasks as they arise.

JOB RESPONSIBILITIES

- Data Management & Administrative Support
 - Request and enter pickup reports into Salesforce and RFP Tool for completed programs
 - Send request within 3 days of conclusion of program (automated)
 - Due dates should be no more than 5 business days
 - Follow up needs to be done within 2 days of due date
 - Involve National Sales Office (NSO) on 1st follow up attempt
 - All requests should be sent by last day of the month
 - Report due to accounting by 10th of following month
 - Enter close-won contracted and actualized details into Salesforce for completed programs
 - Enter information in Salesforce and RFP Tool within 4 days of receiving
 - Notify hotels of contract award
 - Create and distribute invoices to hotels for commissions owed
 - Pick-up received should be reviewed/entered within 2 days of receipt
 - Invoice created/sent immediately upon entering pickup information
 - Conduct RFP Tool troubleshooting and identify steps to efficiently utilize the tool
 - Keep Site Sourcing team and Account Executives informed of hotel changes, staff/contact changes and industry trends
 - Update and maintain hotel lead catcher information in RFP Tool and Plan Org NSO list
 - Participate in department meetings, communicate workload and opportunities of availability to support team members with administrative tasks/RFP Tool
 - Work closely to support Site Sourcing team members and, when appropriate, communicate directly with the end user
 - Support Registration projects as needed



- Site Sourcing Support
 - Conduct hotel research utilizing various websites and industry knowledge to support sourcing efforts to find best-fit solutions and review findings with team members and Account Executives
 - Generate Site Sourcing-specific brand reports from Salesforce for data review and presentations
 - As assigned by team members:
 - Source programs through RFP Tool, NSO contacts and regional CVBs to selected properties
 - Follow up to ensure all hotels are notified of RFP and bids are obtained by due date
 - Review and modify RFP bids to ensure hotel provided complete information, answered program-specific questions and provided space outline
 - Follow up with hotels and/or NSOs for any missing details or responses
 - Generate and edit report of completed bids to provide to Account Executive for client review
 - Negotiate hotel rates and review contract for client-preferred terms and concessions
- Industry Networking & Outreach
 - Meet with hotel representatives and NSO's regarding their properties; stay current on hotel contacts information and update Salesforce and RFP Tool as needed
 - Attend industry and supplier events to network and develop relationships to broaden SHW reach, keep up to date on industry trends and venue/location offerings
 - Follow up with team, complete any data entry updates and generate thank yous 7 days post-event

EDUCATION & QUALIFICATIONS

- Minimum 2 years hospitality, sales, catering or event management experience preferred
- Ability to read, write and speak multiple languages preferred
- Proficient in Microsoft Office suite products and savvy in internet navigation and research
- Proficient in Salesforce or similar data management tool
- Self-starter, capable of handling a fast-paced, high-stress, deadline-driven environment
- Extreme attention to detail and strong organization and time management skills
- Ability to generate, manipulate and examine data efficiently and accurately
- Strong interpersonal, written and verbal communication skills
- Displays patience while working with and for strong personalities
- Thrives in team environment, yet is self-motivated and directed
- Schedule flexibility and travel (domestic and international) required; long hours and weekends are mandatory at times
- Ability to sit/stand for extensive lengths of time and to lift 20 pounds maximum with frequent lifting and/or carrying of objects up to 10 pounds

Qualified applicants may submit their resumes to jobs@shworldwide.com