

National Conference Services, Inc. (NCSI) – Multiple Positions Available

NCSI is a fun and energetic company with a work hard play hard philosophy. We specialize in marketing and event planning and facilitate hundreds of events for the federal government each year. We send our staff to manage events all over the US, Europe, and even to Africa. Our main goal is to bring industry and government together for technology related conferences and meetings, although we do have some health and fitness related events as well. On the marketing side of things we reach out to the government to encourage attendance, and work with the industry partners for exhibit and sponsorship sales. We are located in Columbia, Maryland, just outside of Baltimore.

<https://www.ncsi.com/careers/openings/>

Event Account Executive:

National Conference Services, Inc. (NCSI) is looking for a highly motivated **entry-level** Event Account Executive to grow our federal events in the US, Europe and Africa. Through our proven on the job training we prepare you to start and grow your sales career! As part of the Federal Events Sales Team, you will offer marketing solutions and sell event space to companies seeking to expand and grow in the federal market. If you are driven by success, competitive, ready to be challenged, and committed to building relationships, you may be a great candidate for the Event Account Executive position here at NCSI!

Essential Duties and Responsibilities

- Maintain and grow existing client base
- Make 50 outbound calls per day
- Prospect and develop new business
- Maintain and develop customer relationships with contact by phone and in person
- Facilitate events both locally and throughout the United States & Europe
- Accountable for meeting individual and team goals
- Display a positive professional attitude and a high level of customer service to customers and teammates
- Utilize Event Management Database to record and track sales
- Work from NCSI HQ office in Columbia, MD

Event Marketing Manager:

Are you the mover and shaker in your network who organizes social activities? Are you the type of person that has the natural ability of influencing others and making friends everywhere you go? Do you love to travel? Are you practically a professional multi-tasker because you're always on the move and handling so many things at once?

Essential Duties and Responsibilities

- Produce, market, and execute 20+ on-site tabletop technology expositions a year
- Develop and maintain relationships with government clients
- Prospect and develop new business
- Prepare promotional and marketing materials for each event including flyers, posters, invitations and banners
- Secure space, organize catering, and facility needs for each event
- Market and promote each event, including scheduling meetings with senior leadership and advertising on the installation(s)
- Promote attendance through implementing effective marketing strategies and sales calls
- Oversee logistics on event day including set-up/breakdown, registration, facilitation of the senior leadership tour, and all customer service needs
- Accountable for meeting and exceeding goals in relation to event attendance, event rebooking, and overall team expectations

Event Logistics Manager:

Are you passionate about event planning? Do you have a keen attention to detail? Are you practically a professional multi-tasker because you're always on the move and handling so many things at once?

The ideal candidate for this position is someone who can "roll-up" their sleeves and assist with the behind the scenes, pre-production logistics of an event. If any of the above resonates with you, then you could be the next great addition to our winning event management team.

Essential Duties and Responsibilities

- Oversee all communications with industry clients including, but not limited to:
 - Email Correspondence
 - Collect Security Information for Event Access
 - Respond to Event Questions & Inquiries as needed
 - Distribute Event Attendee Lead List
- Assist Event Managers with on-site promotions and event day logistics as needed (travel required)
- Create a print publication (Exhibitor Program) for every event using Adobe InDesign

- Produce paperwork & other materials for each event (Name Badges, Table Tents, Sign-In Sheets, etc.) and oversee post-event processing of these items
- Enter sales and data into company database daily and compile weekly reports
- Track inventory and order additional supplies as needed
- Generate and maintain division calendar of important dates, deadlines, etc.
- Generate post-event wrap-up memos for distribution to management
- Other duties as assigned

To Apply for the above positions:

If anyone is interested in these positions, they can apply online at <https://www.ncsi.com/careers/applyonline/>. They can also send their resume to: careers@ncsi.com.

Questions: Contact Howard Blumberg at: blumberg@ncsi.com

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