



Conference Center Coordinator

Job Description

This is a terrific opportunity for a take-charge person who likes to be “on the move” in managing the day-to-day operation of MRA’s busy Conference Center. No two days will be alike in your responsibilities as you coordinate all aspects of MRA’s conference center to ensure the best experience for participants, MRA staff and conference center rental customers. The Conference Center Coordinator will control the scheduling of the conference center rooms, coordinate the varied meeting room set-up details and work directly with the center’s customer’s handling their individual requests and needs.

The enthusiastic, can-do person needed for this multi-faceted position will quickly become proficient with the conference center equipment and technology and perform routine troubleshooting. Your marketing abilities will be tapped in this one-of-a-kind position as you proactively promote the conference center space and coordinate staff assistance to ensure MRA’s customers have a quality meeting experience while utilizing our facilities.

Major Duties and Responsibilities:

- Associate’s degree preferred
- 2-4 years of successful hospitality/retail/customer service experience
- Comfortable learning and using technical equipment
- Outstanding planning and organizational skills
- Excellent service delivery standards
- Ability to multi-task and address customers’ needs, facility issues and miscellaneous projects
- Above average computer skills including Word and Excel
- Possess keen eye for detail
- Ability to lead others and instill team atmosphere without direct supervision
- Ability to lift up to 25 pounds
- Flexibility to work before 7:00 a.m. and after 5:00 p.m. as needed, dependent upon center and customer need

At MRA, we help member organizations thrive by creating powerful workforces and safe, successful workplaces. That’s been our goal since 1901. And it’s true today. As one of the largest not-for-profit employer associations in the nation, we serve more than 4,000 employers in the Midwest covering close to 1 million employees throughout the U.S. and abroad. We believe our longevity and member satisfaction says something about our ability to deliver on that goal.

Organizations join MRA as corporate members for access to talent, tools, and training. To fit their unique business needs, each of our members benefit from dozens of services that run the gamut from affirmative action to reference checking to training in HR topics, business skills, and management and leadership effectiveness.

www.mranet.org
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Illinois
625 North Court, Suite 300
Palatine, IL 60067
847.963.9860

Iowa/Western Illinois
3800 Avenue of the Cities, Suite 100
Moline, IL 61265
309.764.8354

Some specific benefits of membership are:

- HR Expertise 24/7
- Free Salary and Benefits Surveys
- “Hot Topic” survey reports
- MRA’s online Resource Center - thousands of tools, templates, articles and checklists
- The HR Digest & The Institute of Management Journal
- HR metrics calculators and benchmark data
- Members-only roundtables and networking groups

APPLY HERE

Accessibility: If you need an accommodation as part of the employment process please contact Human Resources at

Phone: 262-696-3426

Email: jen.zoltan@mranet.org

Equal Opportunity Employer, including disabled and veterans.

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