

Event Support Assistant

Company: Quince Imaging, Inc.



About us

Quince Imaging is a well established and highly respected provider of high end projection display and broadcast production equipment including the World's brightest video projection systems. The Quince Imaging team has over thirty years of experience providing display and video services to live worldwide television events, feature films, television commercials, corporate meetings, religious gatherings, political conventions, associations, unions and many other types of events where quality is critical. You have seen Quince Imaging at the Academy Awards, the Kennedy Center Honors, the Presidential Inaugural, the DC Convention Center, DAR Constitution Hall, National Building Museum and other venues and events.

PURPOSE OF EVENT SUPPORT ASSISTANT

Quince Imaging, Inc. is seeking a Full-Time Event Support Assistant to support our live event productions nationwide. This position offers tremendous growth potential for anyone willing to learn and consistently take initiative to go "above and beyond".

The position of the ES Assistant encompasses all phases of company phone communications, administration and office support for the staff, executive support as needed for the COO and day-to-day operations of Quince Imaging, Inc. The ideal candidate will be self-motivated, organized and possess exceptional communication and organizational skills.

RESPONSIBILITIES

The ES Assistant works closely with Event Support, Sales Support, Executive Administration, and under the direction of the Manager, Event & Sales Support.

- **Event Support Duties** – assist with the maintenance of company Library Data base (Microsoft Access); assist with travel-related duties; data entry support; organize event information for distribution to staff; maintain existing filing and records system; manage SWAG inventory and display; maintain Contacts database; become familiar with Engineering/Creative staff travel schedules; maintain FedEx account/requests.
- **Administration Duties** – answering of the company telephone; act as reception; prepare and receive small shipments; daily overview of break room and copy room cleanliness; inventory and ordering of office/kitchen supplies; maintain conference room schedule; supporting the Event Support staff (to include Executive/Accounting) with administrative tasks as requested; schedule monthly administration & managers meetings; collect and organize meeting agendas.

Requirements

EDUCATION / EXPERIENCE / QUALIFICATIONS

The successful applicant must:

- Have strong Microsoft Office skills
- Pay attention to detail
- Have 2-5 years of administration experience, including answering phones.
- College education or classes are desired

The Company, in its discretion, may find appropriate and acceptable alternatives to the above qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

The ultimate candidate's professional skill requirements include:

- Masterful computing familiarity in all Microsoft Office Programs, Adobe Acrobat;
- Outstanding time management and productivity;
- Dependable organizational talent with strong attention to detail;
- Excellent written and verbal communication;
- Travel & Expense experience preferred but not required;
- Competency to work a variety of tasks as required by event schedules and office demands - multitasking a must;
- Extraordinary and resourceful self-starting capability – equipped to work both independently and as part of a team.

The Company, in its discretion, may find appropriate and acceptable alternatives to the above qualifications.

Quince Imaging offers competitive salary and benefits for full-time employees. The Company maintains a group health plan that covers all employees with healthcare and dental coverage. A 401(k) plan is offered to all employees after 6 months of service. Vacation and sick days are accumulated based on tenure for each calendar year.

Compensation is based on experience and qualifications. Send compensation requirements.

Quince Imaging is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.