

## **WME – Sourcing Specialist**

The World Meeting and Event division of World Travel Inc. is a CMI Top 25 Meeting Management organization. Our primary goal is to create and execute extraordinary events for our clients. We do this by immersing ourselves into our client's culture, becoming an extension of our accounts team and most importantly, a trusted partner.

At World Travel, Inc., we firmly believe that a positive workplace culture is the key to success. That's why we make our employees part of our strategy and give them benefits and perks worth working for.

When you decide to join our team of travel experts, you will become part owner of our business! In December 2017, World Travel, Inc. became 100 percent employee owned. By completing an employee stock ownership plan (ESOP), World Travel has shown its commitment to investing in the future of our team members

The position of Sourcing Specialist will work directly alongside the Event, Corporate Teams and our newest partnership with Full Throttle specializing in collegiate athletic travel to contribute to the success of the highly visible workstream that affects attendees, executives, internal stakeholders, and suppliers on a portfolio of events.

### **Job Summary:**

Looking to start a career in the Meeting & Event industry?

The World Meeting and Event Sourcing Specialist is a fast-paced entry level position that is responsible for understanding program objectives to vet, recommend and negotiation key program components such as venue location, nightly room blocks and ground transportation for our valued clients including our newest partnership with Full Throttle specializing in collegiate athletic travel.

Duties include but not limited to working in our third-party registration tool, effectively research, develop RFP's, negotiations vendor contracts for venue locations, nightly room blocks and ground transportation.

This requires an understanding of current Meeting and Hotel Industry trends which are critical to conducting our business.

As part of our Events Team, you will be managing multiple client engagements simultaneously within a defined timeline.

Reporting office is Douglassville PA

### **Your Responsibilities:**

- Work with your peers and clients to understand meeting & event objective
- Research best options for services required
- Send RFPs to qualified suppliers and review responses
- Evaluate viable options and make recommendations
- Negotiate the best overall deal

- Be consultative
- Provide superior customer service
- Must be creative and can problem solve
- Work under pressure to meet the timelines of the event
- Oversee requirements for rooms, meeting facilities, food & beverage, materials, a/v equipment, etc. and arrange all with hotel/venue/caterer/other vendors
- Must be able to handle multiple projects at the same time
- Effectively use company resources to organize and relay information needed by team members
- Closely collaborate with colleagues on continuous process improvement.
- Deliver high level internal meeting experience
- Build and maintain strong working relationships with colleagues and industry contacts
- Handle all proprietary information as confidential
- Commission collection
- Document savings

### **Requirements:**

Internally this role will interact with our planning team, air team, members of our newest partnership, Full Throttle, who specialize in collegiate athletic travel, account management, sales, and accounting department

Externally this is a client facing role as well as interaction with our meeting related vendors.

Meeting Sourcing Specialist:

- Bachelor's Degree preferred, however industry education is acceptable
- 1 + years' experience in meeting and conference planning preferred
- Must have excellent teamwork skills
- Demonstrated grasp and knowledge of the highest levels of service
- Strong interpersonal, written, and oral communication skills
- Experience with third-party tools and technology such as Cvent is a plus
- Demonstrate time management skills and ability to meet deadlines
- Demonstrate ability to interact with senior level clients
- Strong Client Focused/ Customer Service Skills
- Competent in Microsoft office with focus on Excel
- Highly motivated, solution oriented, collaborative, decisive
- Some travel may be required