**HOSPITALITY FULFILLMENT COORDINATOR**

**DESCRIPTION**

The Hospitality Fulfillment Coordinator will assist the Senior Manager, Partner Relations with ticket fulfillment and shipping to hospitality clients. Ideal candidates will be organized, have a strong ability to multi-task with attention to detail, comfortable working in a fast-paced environment and possess solid customer service skills. Experience with ticketing and CRM programs preferred.

**RESPONSIBILITIES**

*Responsibilities include, but are not limited to, the following:*

* Assist the Senior Manager, Partner Relations with SRO fulfillment for hospitality buyers
* Obtain accurate badges, parking passes and lanyards for orders from the Ticketing department
* Ship out SRO orders in a timely manner to ensure arrival before Tournament date
* Understand all hospitality venues on course including location, differences and similarities

**QUALIFICATIONS**

* Proficiency in Microsoft Office, including Word, Excel, and Outlook
* Ticketing software experience
* Ability to provide a high level of customer service
* Must be able to multi-task and be extremely detail-oriented

**POSITION DETAILS**

* Part-time, temporary, nonexempt
* Employment Dates: January 2 –January 27, 2019
  + Part-time - 12-20 hours from January 2 – January 11
  + Full-time – 40+ hours from January 14 - 27