



***CURRENTLY INTERVIEWING FOR THE FOLLOWING POSITIONS.
DESCRIPTIONS BELOW***

- ***Event Logistics Coordinator***
- ***Travel Concierge Coordinator***

- ***Office-Event Assistant -Internship***
- ***Travel Concierge -Internship***

To apply email resume to info@byrkristi.com

Event Logistics Coordinator Position

We are seeking **Event Logistics Coordinators** interested in a career in the special event field and hospitality industry. This is a great opportunity for those interested in event planning, event sales and/or event marketing. The ideal candidate would be interested in growing with a young hospitality firm with a love for customer service, special events and sales. **This is an entry level to mid-level position.**

Office is located in Columbia, MD 21045. This is a combination of work from home, office and onsite opportunity.

Position requires weekday and weekend availability

JOB DESCRIPTION:

Generate client leads and client relations

Sales of party packages, management of events and client relations.

Administrative tasks including completing daily, weekly, monthly reporting, assigned paperwork, prospect follow up, and client relations.

Build partnerships with vendors and local businesses to generate leads and promotional opportunities

Assist in planning functions and special events

Support RKMH team in day to day projects

Maximize sales through customer contact

Assist the Marketing & Private Event department in client prospecting using various methods

Assist with the planning of special events, promotions, sales and marketing

Maintain the organization's central database of contacts

Assist with handle all arrangements for clients through planning process

Participate in constant training and certificate programs as an RKMH representative

Duties that may come about as a result of working with RKMH

QUALIFICATIONS:

Event planning and management experience

Sales and customer service experience

Must have knowledge, interest and experience in the of the special event/Hospitality industry

Working knowledge of social networking services (Facebook, Blogger, Twitter, etc.) required

Proficient computer skills in Adobe Photoshop

Minimum 2 years experience using Microsoft Office Excel, PowerPoint, Outlook and Word

Dynamic presentational skills within one-on-one and group environments.

An outgoing and fun personality combined with a competitive spirit

Excellent organizational and time management skills with the ability to prioritize and manage multiple deadlines

A strong work ethic and the capacity to succeed in a fast-paced environment

An attitude of initiative with the reputation for being a quick learner and self-starter

Must be flexible and able to adapt well to challenging situations

Ability to develop and implement a sales and marketing plan

Excellent oral/written communication and interpersonal skills

Strong editing, organizational and problem-solving skills

Must have reliable access to a portable computer or laptop for use in our office

Dependable, reliable, punctual and professional

Ability to work independently

Must have valid driver's license and regular access to a vehicle

Interest in growing with the company

Able to lift minimum of 30lbs.

SALARY:

Full- time and Part-time positions available. This is a 100% commission based independent contacting position.

.**Position requires full Back ground, signing of non-compete and non-disclosure agreements**

CONTACT:

Please send a cover letter in the body of the email, an attached resume, to **info @ByRKristi.com**. PLEASE NOTE IN SUBJECT LINE: Event Logistics Coordinator Position -- Last Name, First Name. Please specify if you are interested in full or part time work.

If you have any questions, feel free to contact us: 1-888-RKRISTI or 202-642-4499

Travel Coordinator/Concierge Position

As a coordinator in the RKristi Travel Concierge department, you will focus on travel sales including but not limited to: ***Cruises, tours, specialty travel, air, hotel, vacation packages, honeymoons, special occasion travel, group travel.*** Travel Concierge will also develop custom itineraries as well as travel assistance during trips for elite clients.

Office located in Columbia, MD 21045

Position requires weekday-daytime and some weekend availability

This position is a combination of work from home, office and field work

Job Description

Research vacation wholesalers, providers and travel opportunities. Creating appropriate accounts

Sell travel to RKMH clients, employees and public

Seek potential clients through marketing and sales avenues

Handle all arrangements for clients through planning process including concierge services(as needed)

Participate in company relations as the representative of RKristi Travel Concierge department

Develop promotional travel packages

Keep documents and profile updated and current at all times

Participate in constant training and certificate programs as an RKMH representative

Research and stay updated and involved in the travel industry. i.e; travel magazines, blogs, etc.

Research vendors in popular locations (stateside and overseas) for possible vendor relations for special occasions

Research popular parties/festivals/celebrations in preparations of developing custom packages

Develop relationships with small business, non-profits, corporate companies, promoters, etc for potential business

Work with specialty groups (weddings, corporate, tour, etc)

Trouble shoot and solves problems

Duties that may come about as a result of working with RKMH

QUALIFICATIONS

Demonstrate leadership abilities, Ethics and Integrity

Must have access to a vehicle

Experience and interest in the Travel Industry

Proficient computer skills in Adobe Photoshop

Minimum 2 years experience using Microsoft Office Excel, PowerPoint, Outlook and Word

Dynamic presentational skills within one-on-one and group environments.

An outgoing and fun personality combined with a competitive spirit

Excellent organizational and time management skills with the ability to prioritize and manage multiple deadlines

A strong work ethic and the capacity to succeed in a fast-paced environment

An attitude of initiative with the reputation for being a quick learner and self-starter

Must be flexible and able to adapt well to challenging situations

Ability to develop and implement a sales and marketing plan pertaining to department

Excellent oral/written communication and interpersonal skills

Strong editing, organizational and problem-solving skills

Dependable, reliable, punctual and professional

Ability to work independently

Interest in growing with the company and working in special events

Must have reliable access to a portable computer or laptop for use in our office

SALARY:

Position is available immediately. The position is a Part-time and Full-time positions available. This is a 100% commission based independent contacting position. Starting rate will be a commission percentage of each sale made by the coordinator. This position is eligible for bonuses, and discount travel benefits!

****Position requires full Back ground, signing of non-compete and non-disclosure agreements****

CONTACT:

Please send a cover letter in the body of the email, an attached resume, to **info@ByRKristi.com**. PLEASE NOTE IN SUBJECT LINE: Travel Coordinator -- Last Name, First Name

If you have any questions, feel free to contact us: 1-888-RKRISTI or 202-642-4499

Office/ Event Assistant Intern Position

We are seeking an **Office/Event Assistant Intern** interested in entering the special event field or looking for personal assisting experience. This offer is a great opportunity for an entry level business administration, communication or hospitality person looking to gain knowledge and experience in their field with a growing company. Position is available immediately.

Office is located in Columbia, MD 21045. This is a combination of work from home, office and onsite opportunity.

Position requires some weekday and weekend availability

Job Description

Plan, organize, coordinate, and implement the administrative aspects of the president's functions for RKMH

Assist President/CEO with daily tasks

Assist with the planning of special events, promotions, sales and marketing

Daily networking, updates and constant media outreach

Generate client leads and client relations

Administrative tasks including but not limited to completing daily, weekly, monthly reporting, assigned paperwork, prospect follow up, and client relations, Monitor progress and produce reports or whatever applies.

Support RKMH team in day to day projects

Daily media monitoring of targeted outlets and reporting (via Google, and other tools)

Manage evolving schedule for the President and overall company

Assist with meeting preparations and travel arrangements

Maintain the organization's central database of contacts

Assist with HR management including recruiting, training and maintaining HR records

Assist with handle all arrangements for clients through planning process

Participate in constant training and certificate programs as an RKMH representative

Duties that may come about as a result of working with RKMH

Onsite special event assistance

QUALIFICATIONS

Must have knowledge of the special event industry

Knowledge in keyword optimization and search engine optimization

Working knowledge of social networking services (Facebook, Blogger, Twitter, etc.) required

Proficient computer skills in Adobe Photoshop

Minimum 2 years experience using Microsoft Office Excel, PowerPoint, Outlook and Word

An outgoing and fun personality combined with a competitive spirit

Excellent organizational and time management skills with the ability to prioritize and manage multiple deadlines

Experience or interest in the Hospitality/Special Event field

Dynamic presentational skills within one-on-one and group environments.

An outgoing and fun personality combined with a competitive spirit

A strong work ethic and the capacity to succeed in a fast-paced environment

An attitude of initiative with the reputation for being a quick learner and self-starter

Must be flexible and able to adapt well to challenging situations

Ability to develop and implement a sales and marketing plan pertaining to department

Excellent oral/written communication and interpersonal skills

Strong editing, organizational and problem-solving skills

Dependable, reliable, punctual and professional

Ability to work independently

Interest in growing with the company

Must have reliable access to a vehicle

Must have reliable access to a portable computer or laptop for use in our office

Able to lift minimum of 30lbs.

EDUCATION

Preference will be given to Juniors and Seniors however the opportunity is open to all students and persons interested in gaining work experience (non-students)

EXPERIENCE

Some Experience planning events

Preference will be given to candidates with experience in business administration, Hospitality Management, or Communications programs/studies

Sales and customer service experience

SALARY:

This is an unpaid internship. RKristi Modern Hospitality will provide any documentation necessary for college credit as requested. There is a minimum of 20-25 hours per week investment. There will also be opportunities to make an hourly rate.

.**Position requires full Back ground, signing of non-compete and non-disclosure agreements**

CONTACT:

Please send a cover letter in the body of the email, an attached resume, to info@ByRKristi.com. PLEASE NOTE IN SUBJECT LINE: Office/Event Assistant INTERN position -- Last Name, First Name

If you have any questions, feel free to contact us: 1-888-RKRISTI or 202-642-4499

Travel Coordinator INTERN Position

As An INTERN in the RKristi Travel Concierge department, you will focus on assisting with travel sales including but not limited to: ***Cruises, tours, specialty travel, air, hotel, vacation packages, honeymoons, special occasion travel, group travel***

Position requires weekday-daytime availability (willing to work with school schedules)

Office located in Columbia, MD 21045

Job Description

Assisting head coordinator with daily functions and assigned tasks pertaining to travel

Research vacation wholesalers, providers and travel opportunities. Creating appropriate accounts

Assist with sales on travel to RKMH clients, employees and public

Assist with handle arrangements for clients through planning process including concierge services (as needed)

Participate in company relations as a representative of RKristi Travel Concierge department

Develop promotional travel packages

Keep documents and profile updated and current at all times

Research and stay updated and involved in the travel industry. i.e; travel magazines, blogs, etc.

Research vendors in popular locations (stateside and overseas) for possible vendor relations for special occasions

Research popular parties/festivals/celebrations in preparations of developing custom packages

Duties that may come about as a result of working with RKMH

Assisting with work pertaining to specialty groups (weddings, corporate, tour, etc)

QUALIFICATIONS

Interest in the Travel Industry

Proficient computer skills in Adobe Photoshop

Minimum 2 years experience using Microsoft Office Excel, PowerPoint, Outlook and Word

Dynamic presentational skills within one-on-one and group environments.

An outgoing and fun personality combined with a competitive spirit

Excellent organizational and time management skills with the ability to prioritize and manage multiple deadlines

A strong work ethic and the capacity to succeed in a fast-paced environment

An attitude of initiative with the reputation for being a quick learner and self-starter

Must be flexible and able to adapt well to challenging situations

Ability to develop and implement a sales and marketing plan pertaining to department

Excellent oral/written communication and interpersonal skills

Strong editing, organizational and problem-solving skills

Dependable, reliable, punctual and professional

Ability to work independently

Interest in growing with the company and working in special events

Must have reliable access to a portable computer or laptop for use in our office

EDUCATION

Preference will be given to Juniors and Seniors however the opportunity is open to all students and persons interested in gaining work experience (non-students)

EXPERIENCE

Some Experience planning events/parties

Preference will be given to candidates with experience in business administration, Hospitality Management, or Tourism programs/studies

Sales and customer service experience

SALARY:

This is an unpaid internship. RKristi Modern Hospitality will provide any documentation necessary for college credit as requested. There is a minimum of 15-20 hours per week investment. There will also be opportunities to make an hourly rate.

.**Position requires full Back ground, signing of non-compete and non-disclosure agreements**

CONTACT:

Please send a cover letter in the body of the email, an attached resume, to **info@ByRKristi.com**. PLEASE NOTE IN SUBJECT LINE: Travel Coordinator INTERN -- Last Name, First Name

If you have any questions, feel free to contact us: 1-888-RKRISTI