



## Conference Event Manager

Corporate: Raleigh, North Carolina, USA  
1 Glenwood Ave. Suite 1001 Raleigh, NC 27603

**Job Title:** Conference Event Coordinator

Department: Marketing

Status: Full-time

## About Us:

Issuer Direct (NYSE: ISDR) is a global industry-leading communications and compliance platform company focusing on the needs of corporate issuers. Issuer Direct has offices in the UK, Canada and multiple locations across the US, but is headquartered in Research Triangle Park, NC. Issuer Direct serves more than 4,000 public and private companies in more than 18 countries.

Issuer Direct has taken to market a comprehensive conference software platform that allows corporate access professionals the ability to manage an investor conference, make bookings, manage 1:1 meetings, market and handle day of event logistics from one interface. This professional conference organizer (PCO) software is the newest in the market and is focused on becoming an industry leader over the next 2 years. With up to 1,000 events globally Issuer Direct is already serving a small portion in less than 6 months in the market.

We're looking for a new member to join our Marketing Department. As a Conference Event Coordinator, you will be responsible for planning and assisting customer events. These events involve a high degree of accuracy and hands on client relations. This position works directly with corporate and associated corporate access managers of investment banks and financial service professionals all over the world.

## A Day in the Life:

- Acts as the liaison between our internal team and the Professional Conference Organizer(s).
- Assists in onboarding of conference software to and with corporate access and event managers of banks.
- Acts as the liaison between conference facilities, audio video teams, and any other vendors assisting in each event.
- Ensures all contractual agreements are upheld and monitored throughout the planning and onsite process.
- Coordinates the distribution of workflow between the PCO and the internal team.
- Assists the sales process with opportunities and site visits as needed.
- Maintains high level of knowledge of the Companies Conference Software Platform and other related products.
- Maintains awareness and knowledge of conference industry trends and banks involved in the space.
- Coordinates events and programs to ensure customer expectations are fulfilled on the day(s) of the event.
- Performs other related duties as assigned.

## About You:

### Knowledge, Skills & Abilities

- Excellent oral and written communication skills required
- Strong organizational skills
- Ability to plan multiple groups and perform multiple tasks



- Must demonstrate creative problem solving with the ability to make decisions
- Possess interpersonal skills to successfully interact with clients and organizers
- Engage and partner with customers and internal partners as required
- Prefer working in a collaborative, team-based environment
- Professionalism
- Self-driven
- Excellent time management and organizational skills
- Ability to prioritize and leverage resources successfully
- Proficiency in PC/Internet technologies and Microsoft Office Suite
- Ability to travel up to 50%

### Education & Experience

- BA/BS degree or equivalent work experience
- 2+ years' experience in conference event coordinating

### Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

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