



Connecticut Convention Center Employment Opportunities

Business Manager – Full Time

The Business Manager will fully assist and support the National Sales Team members at the CTCC with respect to the entire RFP process, and will liaison with clients as needed and/or required. This individual will assist the National Sales Team with compiling of data and completion of various forms for the business review process. In addition, this position also assists in scheduling and outlining meeting space and other event specifics for proposals.

Responsibilities include but not limited to:

- Updating the competitive research log on a monthly basis.
- Assisting in Tradeshow preparation.
- Working with the National Sales Managers as a liaison for repeat bookings.

Ideal Candidate should possess the following:

- Knowledge of Delphi 9.5.2 and proficient in building groups, creating accounts and blocking space within the Delphi program.
- Possess excellent communications (written and oral) and interpersonal skills.
- Ability to multi task and thrive in a fast paced high-energy, customer service orientated environment; prioritize job demands; and promote an organized, efficient office environment.
- Strong accounting skills.
- Detail orientated.
- Previous hotel or convention center experience working in sales and catering office.
- Must have understanding of various room set-up standards, i.e., banquet style, theatre style, etc.

The Connecticut Convention Center is accepting applications and or resumes for future employment opportunities in the following positions:

- On-Call Banquet Server
- On-Call Environmental Services House Person
- On-Call Steward
- On-Call Events Staff
- On-Call Security Officer
- On-Call Ticket Seller/Ticket Taker

Please direct external candidates to complete an application or submit a resume via the convention center website: www.ctconventions.com

Equal Opportunity Employer

M/F/D/V