



## **Convention Freight Services, Inc.**

### **Convention Freight Services has an opening at their Alexandria, VA Office for the position of: On-Site Service Representative (OSSR)/Project Manager**

The primary job objective of this position is to be responsible for initiating calls to potential clients to promote, sell, and coordinate the services and products of the company. Will travel to shows to provide logistics and customer service of all operational requirements to exhibitors and agents. Responsible for maintaining relationships and favorable contacts with current and new clients, protecting and growing our repeat business from clients.

Some major activities of this position are included in 3 categories of responsibility:

**Retaining Business:** Prepare and present estimates; conduct telemarketing effort to secure customer freight; resolve customer issue/problems; work with support staff in other departments to ensure shipment is properly transported and billed; and responsible for over-all satisfaction of the customer.

**On-Site:** Arrive on-site on specified date; work with on-site agent and other vendors to ensure all freight is delivered to exhibitor's booths; ensure empty crates are handled properly; meet with exhibitors during the show as directed; at close of show prepare return shipping docs and supervise outbound shipment of the freight.

**Upon return from show:** Responsible for assisting in preparation of billing and reconciliation of vendor accounts.

All of the above 3 categories may include other tasks as assigned by the Industry Manager or Project Manager.

#### **Requirements:**

- Able to remain away from home to 6 days at a time
- Self-motivated and self-directed, particularly with regard to solving problems
- Customer service focused
- Must work well in fast-paced, detail-oriented environment
- Ability to prioritize work and adapt to change
- Must work within deadlines/handle pressure well
- Excellent communications skills
- Ability to respond to the needs of CFS Management and clients
- Demonstrate sound interpersonal skills and teamwork
- High School diploma, or equivalent
- Customer Service experience
- Freight experience a plus
- Customs clearance experience a plus
- MS Word; Excel or equivalent
- Proficient in windows operating system environment

- Professional appearance

Starting at \$3,000.00/Mo. Plus commission

Please fax or email cover letter explaining why you want this position & resume to: Fax 703-960-5937 or email to [weimarion@aol.com](mailto:weimarion@aol.com)

No phone calls, please.

**Company Profile:**

CFS, Inc. is a specialist in the tradeshow logistics industry. Founded in 1976, CFS is a woman owned business. The company provides a generous benefits package to full-time employees, including, 50% paid medical, dental, vision after 6 months on job, and 6 paid holidays per year, as well as paid vacation. We are an equal opportunity employer.