

Job Posting: Conference Center Coordinator

Tudor, Pickering, Holt & Co. is a leading energy integrated energy investment bank. Headquartered in Houston, Texas, the firm has offices in Denver and New York, and affiliates in London and Calgary. In addition to a securities firm, this growing company has a private equity fund and an asset management division.

This dynamic 170+ person firm is seeking a Conference Center Coordinator for the firm's headquarters. This dual position will work in conjunction with another Conference Center Coordinator as well as our Deal Center Coordinator and will be responsible for the management of the firm's 10,000 square-foot multi-media conference center as well as front desk reception coverage. The duties will include all aspects of ensuring smooth operations of the center.

Responsibilities:

- Act as a first point of contact for all internal and external clients and visitors while providing a professional and friendly impression
- Serve as a primary resource in handling meeting requests for room set up and food selection
- Set up and break down conference rooms in preparation for company and client meetings; anticipate client needs for all meeting
- Order and serve food for meetings; including clean up
- Greet guests and direct them to their meeting location
- Oversee A/V and ensure appropriate set up and smooth operation, troubleshooting as necessary
- Order TPH "premium" (ie, logo'ed) items and maintain stock and storage facility. Track and manage inventory and distribution of goods.
- Answer multi-line phone, screen and direct calls accordingly
- Accept and track incoming and outbound packages
- Keep the conference center clean, including dishes, stocking materials, etc.

The Ideal Candidate Will Be:

- Extremely organized and able to schedule effectively, and concurrently run a number of meetings
- Strong communicator
- Is a "people person" who will effectively greet guests and work with internal resources for scheduling events
- Ability to run events or meetings on an appropriate budget, while having a creative flair for developing and ordering premium items or creating a meaningful onsite event
- Accountable for the success of every meeting or event in the center
- Must maintain a high level of professionalism and confidentiality at all times
- Ability to work and multi-task in a fast-paced, team-oriented environment
- Knowledge of MS Office, including Outlook
- Experience using a multi-line telephone
- Experience using A/V equipment and other office equipment
- Able to work closely with the other conference center co-coordinator to ensure full coverage

This non-exempt salaried position is eligible for overtime pay and an opportunity for yearend bonus. The company provides a full benefits package. EOE. Will require some heavy lifting (20+ lbs) and the ability to set up furniture in a room. Qualified candidates should submit a resume along with salary

history to: resumes@tphco.com. Please add Conference Center Coordinator to the subject line. No calls please.