



**WYNDHAM JADE
VICE PRESIDENT OF REGISTRATION
(DALLAS, TX)**

ABOUT WYNDHAM JADE

Wyndham Jade is a family of closely connected travel businesses; Corporate Travel Management, Incentive & Meetings Services and Convention Housing & Registration.

They help their customers manage comprehensive Corporate Travel strategies...plan and operate special venue Meetings... create and operate exciting Incentive Programs... and provide turn key support for large Conventions...using their staff of professional planners, onsite operators and their full range of marketing support services.

Wyndham Jade has three divisions which specialize in providing their corporate and association customers with quality-perfect service:

[Incentive and Meeting Services](#)

[Convention Housing and Registration](#)

[Corporate Travel Management](#)

Their corporate culture attracts creative, bright, and talented people, each with a can-do attitude and a desire to make good things happen. They currently have a staff of 150 professionals. With sales in excess of \$150 million, Wyndham Jade is a winner of the Dallas Business Journal's Pacesetter Award awarded to the fastest growing privately held companies in the Dallas Metroplex.

For more information on Wyndham Jade please visit their website at www.wyndhamjade.com.

DESTINATION DALLAS

Dallas is the No. 1 visitor destination in Texas. The city of Dallas encompasses 384 square miles of rolling prairie, with native pecan, cottonwood and oak trees located along the Trinity River. As the Southwest's leading business and financial center, it boasts the largest wholesale market in the world and lays claim to being one of the top convention cities in the United States. From historical ambiance and boutique charm to modern glamour and state-of-the-art amenities to the more modest and economical. Dallas offers the finest in Southern hospitality and a wealth of over 65,000 hotel rooms ranging from first-class luxury to family pricing.

Dallas is a richly diverse American city - over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas ' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup.

With countless festivals, exhibits, events and attractions, Dallas offers numerous opportunities to experience, and appreciate the rich diversity that these cultures, religions and lifestyles bring to our city. www.visitdallas.com

DALLAS ENTERTAINMENT

Dallas' new slogan "Live Large. Think Big." describes the essence and vitality of a city built on big dreams, freshly blazed trails and an attitude that all things are possible. This richly diverse city offers a thriving culinary scene, leading arts district, countless luxury accommodations, professional sports, trendy entertainment districts and endless shopping opportunities.



The 55-acre West End Historic District is the center of tourist activity. More than 80 stores and 40 restaurants reside in the restored, redbrick warehouses including the West End MarketPlace. Take a carriage ride thru the area or check out the many historical sites within walking distance. Stand on the Grassy Knoll. Visit the Sixth Floor Museum. Stop by "Old Red", the famous courthouse that is home to the Dallas Tourist Information Center.



The only docent-led strolls through the Dallas Arts District, the largest urban arts district in the US, featuring Pritzker Prize winning architecture. Sites include the Crow Collection of Asian Art, Dallas Black Dance Theatre, Dallas Museum of Art, Meyerson Symphony Center, Nasher Sculpture Center, and the site of the Dallas Center for the Performing Arts, opening in 2009.

POSITION OVERVIEW

The Vice President of Registration will have the overall responsibility for registration planning of service delivery for the convention division. This position requires a strong operations background in pre-registration and on-site registration and capable of leading this division to the next level of service and product delivery. Previous experience managing and mentoring a team but fully capable of getting into “the mix” when needed. Assist the sales team to gain customer confidence with Wyndham Jade’s registration capabilities. Some travel may be required with client presentations with the sales team and/or on-site for convention registration. Ability to lead and mentor a team up to ten individuals. Ability to retrieve data, technical skills related to registration (IT) and understanding the flow of registration during the pre-planning to execution on-site. Strong communication skills will be essential. This senior position is based at the company’s headquarters in Plano, Texas and reports to the Executive Vice President of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (INCLUDE, BUT NOT LIMITED TO...)

- Management of Registration Account Managers, Production and Registration IT personnel
- Registration processing and quality control
- Badge production/fulfillment
- Is the primary resource for lead retrieval initiatives
- Onsite logistics – both client planning and execution
- Remote location operations (production/fulfillment)
- Equipment/logistics for onsite requirements – flow/how it happens on site
- Key resource for RFP responses to Sales Team
- Client presentations as required
- Pre and onsite planning and service delivery
- Budgeting/financial understanding of registration economics and client pricing – help in budget preparation (part of groom to next step)
- Primary registration interface to supporting departments (IT & Sales) – Knowledge of competition
- Provides internal assessment for technology development to meet industry competition
- Establishes policy and procedure for registration services
- Ensure contractual compliance for Registration services and expenses – be liaison to other departments in Wyndham Jade.

QUALIFICATIONS

- Leadership qualities with ability to adapt and learn more facets of the business for potential advancement
- “Roll-up-sleeves” attitude and a team player
- Excellent planning and organizational skills with attention to detail
- Exceptional written and verbal communication skills and ability to engage professionally, both internally and externally
- Capability to successfully consult with and manage clients to present “best practices”
- Ability to interface with IT to meet client expectations

- Administrative skills for budgeting and client billing management
- Minimum of 5 years experience in the area of Convention Registration

KEY PRIORITIES FOR THE FIRST 6 MONTHS

- Immediately form strong and meaningful relationships with all clients and internal team members and evaluate their input and concerns. This includes the following departments...sales, convention housing, meeting/convention/incentive, operations and executive team.
- Gain an immediate understanding of all business practices to ensure appropriate measurement and accountability is in place especially
- Understand what has worked and what needs to be re-evaluated with open dialogue to the EVP of Operations.

*If you are interested in this position please respond via e-mail with cover letter, resume, and compensation information to Mark Gnatovic, Vice President, SearchWide™
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For more information on this and other opportunities with SearchWide please visit our website at www.searchwide.com