



OFFICE COORDINATOR- AREA15 LAS VEGAS

JOB OVERVIEW:

AREA15 is seeking an enthusiastic, energetic and organized Office Coordinator, based in Las Vegas. The Office Coordinator would be responsible for spearheading research projects and work to develop and streamline processes for the day-to-day operations as it pertains to Events, Marketing, and Property Management at AREA15.

The ideal candidate is expected to have exceptional interpersonal, public relations, customer service and written correspondence skills. Experience in project management, events or marketing and an interest in the world of art, music, entertainment, and sci-fi is a plus.

RESPONSIBILITIES AND DUTIES:

Property Management & Operations:

- The Office Coordinator will work with the General Manager and Retail Revenue Manager to help research and source unique products, vendor relationships, merchandising, display, organizational systems, protocols, policies and processes.
- Prepare a weekly summary of findings on the latest and greatest news, reports and information related to experiential retail, tech, events and anything and everything related to AREA15 staying relevant and in the know.
- Assist the General Manager in property operations planning by sourcing and maintaining ongoing vendor relationships and documentation
- Overall facility and office management oversight including coordination of office relocation logistics, furniture research and selection, and assisting with physical updates to the Marketing Center
- Helps update & maintain policy and procedures and operating guidelines, and the business plan as it evolves

Marketing & Event Support:

- Assists Marketing team with local community grass root marketing efforts for brand awareness, social media support and creative concept development, and the ordering and distribution of branded merchandise and other marketing materials as needed
- Works with all departments as needed to build and execute plans for Opening Night and other Marketing Center Events, maintaining vendor relationships and working as event staff when needed
- Research & maintenance of meeting planner, local venue and convention calendar tracking documents
- Ensuring all marketing and event contacts are entered into AREA15 database



Administrative:

- Act as the primary tenant and client relations representative of Area15, answering phone & email inquiries and general correspondence, greeting clients and customers in a friendly and welcoming manner to AREA15 office and spearheading hospitality efforts while guests are in attendance.
- Coordinates meetings and calendar appointments for local AREA15 team, assisting with travel arrangements as needed.
- Maintains an organized filing system and helps maintain stock and supply orders for AREA15 office, setting up vendor accounts when appropriate.
- Systematically track AREA15 invoices and submits to Corporate for payment. May also liaise with Corporate to generate invoices
- Overall reporting support and meeting note capture

QUALIFICATIONS:

- College degree in business management, communications or related field preferred, marketing experience a plus
- Exceptional public relations, customer service, written & verbal correspondence and communication skills
- Experience with Microsoft Suite (Outlook, Word, Excel, Powerpoint) preferred, HubSpot a plus
- Extremely organized with attention to detail
- Effective time-management skills
- Creative and proactive thinker
- Team-player with a collaborative work approach, yet ability to work independently
- Be comfortable participating in creative, entrepreneurial environment, introducing new concepts and innovations

SALARY:

Commensurate with experience. Personal factors such as your demonstrated hard and soft skills, level of education and relevant work experience will all be evaluated.



ABOUT AREA15:

AREA15 is a wholly re-imagined world weaving together immersive experiences, themed events, art installations, restaurants, bars, and nightlife. Opening in late 2019, the complex will appeal to a variety of clientele, including gamers, comic-con and sci-fi enthusiasts, artists, music and festival lovers, and anyone simply looking for an immersive and unique experience. AREA15 is a development project led by a joint venture between real estate development firm Fisher Brothers and creative agency Beneville Studios, both of New York. The complex offers up to 126,000 square feet of customized tenant space for a curated collection of experiential and retail businesses, 68,000 square feet of leasable ground floor space, and up to 58,000 square feet of mezzanine space. A 40,000-square-foot indoor and outdoor event space—ideally suited for live music, festivals, corporate events, e-sport tournaments and much more—will be adjacent to the retail and dining options. Complementing the retail and event space is the interconnected "Spine," a destination unto itself as an immersive bazaar and promenade that ties all of the tenants together.

TO APPLY, SEND COVER LETTER, RESUME AND SALARY REQUIREMENTS TO CAREERS@AREA15.COM WITH "OFFICE COORDINATOR" IN THE SUBJECT LINE

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.