

INDEPENDENT CONTRACTOR/ONSITE STAFF

Position reports to the Staffing Manager.

The Independent Contractor/Onsite Staff is a highly motivated individual who has exceptional organization skills and who thrives working on various diverse programs as part of a team. The Independent Contractor/Onsite Staff will assist the Event Managers on programs, in addition to fulfilling ad-hoc tasks requested onsite where necessary.

As a CSI Independent Contractor, it is required to understand the company vision, values and culture, to appreciate supervisors' and senior managers' guidance, and to respect and support colleagues.

The Independent Contractor/Onsite Staff's primary objective is to assist event managers and transportation managers to: *Create an exceptional experience, every time.*

CORE RESPONSIBILITIES:

- Be an extension of the Event Management team to create exceptional events.
- Self-educate or partake in CSI training opportunities.
- Adhere to all financial deadlines.
- When designated, work closely with other CSI employees on traveling projects.
- Be aware of and abide by company policies on employee manual and company memos.

REQUIREMENTS:

- Well-developed written and verbal communication skills.
- The ability to listen closely and articulate confidently in meetings where decision makers and their teams may be present.
- Strong organizational and time management skills.
- Outstanding customer service skills.
- Excellent work ethic.
- Proactive approach to completing tasks.
- The demonstrated ability to multi-task and prioritize competing work needs.
- Able to work autonomously yet collaborate as part of a team on workflows.
- Must be eligible to work in the U.S.

Please email resume and cover letter to anna.geer@csi-dmc.com.