Position: Buyer, Gifts and Events, Incentive Travel
Location: Rockford, Iowa

General Purpose: Source, design, negotiate and purchase gifts, presentation materials, event décor, etc.

Current responsibilities and job description:
- Sources and buys gifts and event components
- Negotiates deals with suppliers to improve bottom line
- Executes purchase orders
- Works independently to provide resources to achieve desired gift selection or event design
- Works with suppliers to achieve desired “branding” or modified look when essential
- Creates “tear sheet” for client presentation
- Responsible for the creative presentation of gifts
- Supervises production team executing delivery of gifts and event elements
- Develops and outlines gift-assembly and event set-up instructions
- Searches and fosters meaningful vendor relationships
- Assist other team members as needed

Professional requirements:
- College education or 3+ years of experience
- Out of the box thinker
- Excellent communication and customer service skills
- Detail-oriented and strong team player
- Strong negotiating skills and leadership capabilities
- Ability to work under pressure and achieve deadlines
- Strong computer skills including Microsoft Word, Excel and Adobe Illustrator (desired)

Competitive salary and benefits.

Candidates must be authorized to work in the United States for any employer without sponsorship.

Interested candidates should include their salary history with cover letter and resume and send to kerry.johnson@mci-group.com with the position title in the subject line.

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