
TRAVEL COORDINATOR/EVENT PLANNER

Bishop Fox is a leading security consulting firm serving the Fortune 1000 and high-tech startups. We protect our clients by finding vulnerabilities and building defenses before the attackers can break bad. From critical infrastructure to credit cards; social media to mobile games; flight navigation systems to frozen waffle factories — we're right there hacking away.

We're looking for a worldly travel coordinator to join our crew.

Who You Are and What You'll Do

You know the best day of the week, second of the hour, phase of the moon to score the most affordable flights. You belong to every major (and minor) rewards program. You help friends and family organize their trips and events — regardless of whether or not they request your help.

At Bishop Fox, you'll be the in-house travel agent and event planner. You'll be responsible for generating quotes, managing and updating travel profiles, and assisting accounting in travel expense tracking and reporting. When it comes to flight, car, and hotel reservations, you won't rest until you've confirmed the lowest rates in accordance with the accounts' travel policy.

Additionally, you'll stay in the know about travel industry current events (including rewards programs). And last but not least, you'll run the Travel Help Desk Support/Tool. You'll troubleshoot it, run and analyze reports, and handle technical issues as needed.

Since you'll act as Bishop Fox's event planner as well, you'll work closely with other departments as needed to make internal and client-facing events come together. These events will range in length from one day or night to multiple days or nights. You'll coordinate with a variety of vendors along the way. Ensuring that you book the highest-quality facilities, service, food and beverage, and activities necessary will become second nature to you. You'd make reservations at the Taj Mahal without batting an eye (*if you had to*).

Overall, you will be responsible for making sure an event runs seamlessly through its lifecycle: from planning through event execution and follow-up. You'll also develop and communicate tools to measure each event's success.

Why Bishop Fox

Bishop Fox offers competitive salary, generous benefits, flexible schedules, and negotiable travel. If you're looking for opportunities to grow professionally, this is the place. You'll work alongside some of the most talented and experienced security consultants in the industry.

We have a casual workplace environment, but we're consummate professionals.

Your Experience

The following is a list of skills you will have in your repertoire. If you have most of these, we'd like to speak to you.

- Plenty of travel savvy: You must be passionate about travel and have experience organizing travel arrangements, preferably in a corporate setting.
- Previous experience with heavy calendaring: You're fluent in Outlook.
- Willingness to be available 24/7 for emergency travel.
- Diligent research skills that a college student would envy.
- The ability to follow through – especially when it comes to an event's meticulous details.

Candidates must be located in the Phoenix area.

Interested? Drop us a line at careers@bishopfox.com today.

EOE/Minorities/Females/Vet/Disability