

. V I S I T .

ALBUQUERQUE

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JOB POSTING

Position Title: Administrative Coordinator
Divisions: Sales, Services & Sports/Marketing, Communications & Partnership
Hours/FLSA Status: Full Time Non-exempt position with benefits
Salary/Benefits: Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.

Position Description:

Visit Albuquerque, a premier destination marketing organization in the Southwest, seeks a motivated and experienced Administrative Coordinator to provide telephone customer service and administrative support to ensure the efficient functioning of tourism information and communication, and assists with divisional administrative duties within the Sales, Services & Sports and Marketing, Communications & Partnership divisions. Answers all incoming calls, responding to all destination and tourism information and request calls, and directing office information calls.

Administrative

Answers multi-line phone system, forwarding all office information calls and responding to all tourism information calls.

Fulfills all tourism requests such as Visitor Guide and brochure requests.

Greets and assists in-person guests and visitors.

Sales, Services & Sports:

Provides project, administrative, and clerical support to the Sales, Services & Sports Division under the direction of the divisional Vice President. Anticipates the clerical and administrative needs of the division.

Marketing, Communications & Partnership

Provides project, administrative, and clerical support to the Marketing, Communications & Partnership division under the direction of the divisional Vice President. Anticipates the clerical and administrative needs of the division.

QUALIFICATIONS

Education/Experience

High school diploma or general education degree (GED) and at least one year of related experience and/or training.

Required/Acquired Skills, Knowledge and Competencies

Knowledge and appreciation of Albuquerque.

Intermediate knowledge of MS Office software incl. Word, Excel, PowerPoint and general office skills

Demonstrated ability to organize, to prioritize and to handle multiple tasks simultaneously. Demonstrated strong written and verbal communication skills.

Knowledge of Hospitality Industry, Convention or Tourism business a plus.

Because of the high visibility of this position, the candidate must exhibit a strong customer service orientation and professional appearance.

Bilingual ability a plus.

Date Posted: November, 2022

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:

Human Resources – AC
Visit Albuquerque
PO Box 26866
Albuquerque, NM 87125-6866
Fax: 505-247-9101
e-mail: jobs@visitabq.org
www.visitalbuquerque.org
No phone calls please

Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.