

HALIFAX AREA ADVERTISING AUTHORITY

JOB DESCRIPTION

Job Title: Administrative and Group Sales Coordinator

Department: Administration

Reports to: Marketing Manager

Job Description: Assist all Directors with administrative support as needed, in order to contribute to the success of the organization as a whole

Areas of Primary Responsibility and Focus:

- Act as liaison and coordinate all details of the organization's Board and committee meetings, workshops, etc.
- Coordinate with all office staff and help to ensure the smooth operation and positive corporate culture within the office
- Coordinate the group sales calendar and travel/promotional schedule
- Assist in all details of sales department's sales missions, tradeshow and Familiarization (FAM) Trips
- Assist with fair share opportunities for industry partners related invoicing
- Work within the customer relationship management system (CRM) to include data entry, analytics and reporting
- Coordinate deliveries of sales materials and shipments for tradeshow
- Order group sales department's promotional materials
- Other duties and projects as assigned

EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Associates Degree and/or five years administrative experience.
- Proficiency in Microsoft Office
- Familiarity in the basics of group sales
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Ability to successfully manage multiple tasks and meet deadlines, set priorities and determine objectives and strategies to achieve them
- Ability to learn and adhere to Florida Sunshine Law and related public records requests
- Strong problem solving skills and the ability to assess and anticipate issues and proactively resolve them
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment.
- Must have a Florida driver's license and access to a working vehicle, for use in local deliveries and local travel

ENVIRONMENTAL CONDITIONS:

- Office will be considered 126 E. Orange Ave, Daytona Beach, FL 32114 and Volusia County
- Limited weekend and evening hours required
- Frequently work at fast pace with unscheduled interruptions

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds occasionally
- Ability to drive own vehicle as required to perform essential job functions

COMPENSATION:

Salary is commensurate with experience.