

Job Title	Group Sales Coordinator
Department	Group Sales
Reports To	Director of Group Sales
Organization Summary	Visit Fort Wayne (VFW) is Allen County’s official destination marketing organization. We promote Fort Wayne as a destination for leisure, group, convention, and sports travel.
Job Summary	Performs a variety of administrative duties for the Group Sales department including database management, research and administrative assistance to Group Sales Director and Managers.
Responsibilities	<p>Maintains Customer Relationship Management database (CRM) database Simpleview including adding Sales accounts, updating contacts and report processing.</p> <p>Obtains and documents housing/pick up data from all groups originating from sales leads.</p> <p>Tags accounts/contacts in CRM for client events, tradeshow, sales missions, newsletters, etc.</p> <p>Maintains and updates hotel and venue contacts to ensure accuracy prior to communications with industry partners.</p> <p>Handles requests for group blocks with fewer than 100 room nights on peak of all markets. Responsible for qualifying the lead, distributing the lead through the extranet, collecting proposals, providing client with proposals, and site inspections with client if necessary.</p> <p>Administers all sales tradeshow and marketplace arrangements which includes pre-planning, oversight of registrations/travel, shipping and travel deadlines, giveaways, binder preparation, etc. and coordinates with marketing department on tradeshow booth materials and pre & post mailers.</p> <p>Coordinates Site Inspections including setting up the itinerary with partners, reservations needed and gifting.</p> <p>Prepares weekly sales meeting agendas, assigns out task/deadlines from sales meeting and assist in preparing monthly reports.</p> <p>Coordinates partner meetings for sales director and sends reports requested to partners.</p> <p>Actively utilize MINT creating queries for meetings the sales team are targeting as part of their strategies for future years. Report out the potential prospective account/client to appropriate sales manager based on market.</p> <p>Maintains supply of print and digital sales materials for the sales department</p>

	<p>Maintains organization of Sales Share Drive and Google Drive.</p> <p>Maintains our convention and sports calendars for current and future years.</p> <p>Communicates regularly and maintains good relations with lodging facilities, convention center staff, attractions, and other agencies to collect information for maintenance of meeting planner's guide, other publications, and website.</p> <p>Serves as back-up to visitor center staff in high-need situations.</p> <p>Performs other duties as assigned by sales director.</p>	
Knowledge, Skills & Abilities	<p>Resourceful, well organized, dependable and detail oriented.</p> <p>Manages multiple tasks and have good time management skills.</p> <p>Excellent computer software and database skills.</p> <p>Good communications skills both verbal and written.</p> <p>Good interpersonal skills to work effectively as a team member and with industry partners.</p> <p>Proficiency in use of Office Suites software.</p> <p>Position is administrative in nature, primarily a sitting position.</p> <p>Requires occasional lifting of 25 pounds or less.</p> <p>Position requires initiative, confidentiality, diplomacy, and good judgment.</p> <p>Remain impartial in industry partner relations.</p> <p>Use of personal automobiles for bureau business is expected through mileage reimbursement program.</p> <p>Minimal overnight travel may be required.</p>	
Education & Work Experience	<p>Preference for a two-year or 4- year degree from an academic institution.</p> <p>Two or more years' experience in an administrative and/or coordinator capacity.</p>	
Benefits	<ul style="list-style-type: none"> ● Health Insurance or Medicare Secondary Insurance. ● Dental Insurance ● Vision Insurance ● Long Term and Short-Term Disability Insurance 	<ul style="list-style-type: none"> ● Life and Accidental Death and Dismemberment Insurance ● Paid Parking ● Paid Professional Development ● 12 Paid Holidays ● YMCA Optional Discounted Membership
Hours	<p>Monday - Friday 8 am – 5 pm; Rare assistance after hours may be necessary to assist with organizational events.</p>	

Salary	Salary Exempt Full Time Position
Equal Opportunity Employer	Visit Fort Wayne is an equal employment opportunity employer.
Pre-Employment Requirements	Visit Fort Wayne is a drug-free workplace and requires a pre-employment drug screen, and a background check for any individual offered a position of employment.