



**TITLE: Sales & Services Assistant**

**COMPANY: Visit Greenville, NC & Play Greenville, NC Sports**

**REPORTS TO: Vice President of Sales & Services**

**STATUS: Full Time**

**SALARY RANGE: \$36,000 - \$38,000**

**HOURS: Monday – Friday 8am – 5pm. Some evening/weekend work and travel required.**

**JOB DESCRIPTION:**

We are seeking a highly motivated and organized individual to join our team as an entry level Sales & Services Assistant. In this role, you will be responsible for working with sports groups, family reunions, and meeting and convention groups that have already been booked by our sales staff. You will be responsible for ensuring that these groups have a successful and enjoyable experience while in Greenville-Pitt County.

**RESPONSIBILITIES:**

- Assist with the planning and execution of events for sports groups, family reunions, and meeting and convention groups
- Coordinate with vendors and suppliers to ensure that all necessary equipment and supplies are available for events
- Provide excellent customer service to clients and guests
- Assist with administrative tasks such as data entry, filing, and answering phones
- Attend meetings and training sessions as required

### **JOB SKILLS & REQUIREMENTS:**

- Excellent organizational and time management skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Excellent listening, communication and interpersonal skills, oral and written
- Proficiency in Microsoft Office and other relevant software
- Be comfortable working in a fast-paced environment
- Minimum Education of High School Diploma or equivalent
- 2-3 years of experience working in a customer service or sales capacity preferred
- Reliable
- Ability to build rapport with clients
- Position requires frequent bending, lifting, and standing for extended periods, with the ability to regularly lift objects weighing up to 50 pounds.

### **PERSONAL SKILLS:**

- Positive attitude and willingness to learn
- Ability to work in a fast-paced environment
- Flexibility and adaptability
- Ability to handle multiple tasks and priorities
- Professionalism and strong work ethic
- High emotional quotient (empathy)
- Adaptability and flexibility to work with diverse people
- Willing to go above and beyond to help underserved communities

### **WORK LIFE DESCRIPTION:**

The work life for an entry level Sales & Services Assistant at the Greenville-Pitt County Convention and Visitors Bureau (Visit Greenville, NC)/Greenville-Pitt County Sports Commission (Play Greenville, NC Sports) would involve a lot of interaction with clients and customers. The employee would be responsible for providing excellent customer service to groups including, but not limited to, sports groups, family reunions, and meeting and convention groups that have already been booked by sales staff. This would involve answering questions, providing information, and ensuring that all needs are met. The employee would also be responsible for assisting with the planning and execution of events, including coordinating with vendors, setting up and tearing down equipment, and ensuring that everything runs smoothly.

### **TRAVEL REQUIREMENTS:**

Must have a valid North Carolina driver's license, current automobile insurance, and own or have access to an automobile when needed. Some local travel, mostly within Greenville-Pitt County, is required, but not extensive.

### **SALARY & BENEFITS:**

Salary compensation is based on a combination of experience and qualifications. Cell phone stipend provided. Travel outside of Pitt County with a personal vehicle will be reimbursed mileage based on annual IRS standard gas mileage rates.

A progressive and comprehensive benefits package is provided including 12 paid holidays per year, accrued vacation and sick time as well as one floating PTO day per year. In addition, employees are covered by various retirement, deferred compensation, health insurance, life insurance, and additional optional programs. The Greenville-Pitt County Convention & Visitors Bureau (Visit Greenville, NC)/Greenville-Pitt County Sports Commission (Play Greenville, NC Sports) also encourages and financially supports professional development opportunities for its employees. An Employee Tuition Assistance Program is also available based on budget availability to applicable employees seeking qualified further education in a course of study directly related to their current or future job within our organization.

### **ABOUT THE GREENVILLE-PITT COUNTY CONVENTION & VISITORS BUREAU & GREENVILLE-PITT COUNTY SPORTS COMMISSION:**

The mission of the Greenville-Pitt County Convention & Visitors Bureau (Visit Greenville, NC) is to foster an environment of superior travel and tourism experiences for all market segments while generating significant economic impact for our destination and local hospitality related businesses.

The Greenville-Pitt County Sport Commission (Play Greenville, NC Sports) is a dynamic organization fueled by the dedication of our staff and the vibrancy of Greenville and Pitt County's sports tourism industry. Established partnerships with East Carolina University, the Greenville Recreation & Parks Department, and the Greenville Convention Center Campus allow us to host events at state-of-the-art D1 fields and facilities, utilize Greenville's 25+ parks and recreation facilities, access 91,000 square feet of flexible indoor event space, and more. We strive to attract a diverse array of sports planners and tournament rights holders, with the goal of steadily growing our economic impact in Pitt County through sports tourism.

**EQUAL OPPORTUNITY EMPLOYER:**

The Greenville-Pitt County Convention & Visitors Bureau (Visit Greenville, NC)/Greenville-Pitt County Sports Commission (Play Greenville, NC Sports) is an equal opportunity employer. We do not regard race, color, religion, national origin, age, sex, pregnancy, marital status, disability, genetic information, veteran status, sexual orientation or any protected class characteristic when seeking to hire. This practice, in addition to hiring, applies to our recruiting, training, transfers, promotions, job benefits, pay, dismissal practices, social and recreational activities, and any other term or condition of employment.

The Greenville-Pitt County Convention & Visitors Bureau (Visit Greenville, NC)/Greenville-Pitt County Sports Commission (Play Greenville, NC Sports) strives to be an inclusive and equitable organization. We are actively seeking a diverse pool of candidates from a variety of abilities, backgrounds, and cultures for consideration for this position.

**HOW TO APPLY:**

**Please send a resume and an optional cover letter to Rachel Whitten, Vice President of Sales & Services at [Rachel@VisitGreenvilleNC.com](mailto:Rachel@VisitGreenvilleNC.com) by 5pm on Monday, May 20, 2024 for consideration.**

**A background check and negative drug test will be required before starting employment.**