



Sales Coordinator

POSITION DESCRIPTION

Reports To: Senior Sales Manager

Position Overview

Responsible for assisting the sales team in the promotion and selling of the destination to groups. Provides support for sales managers and works with meeting planners and local organizers. Works in a team environment and must perform in a reliable and confidential manner.

Responsibilities and Duties

- Provides support in the preparation of the annual marketing/sales plan
- Provides support to sales team in follow up on leads/accounts received from tradeshow and other sources
- Under guidance of the sales managers, responds to requests by sending/delivering requested information and assisting with special requests
- Documents all activities in Simpleview or corresponding CRM software
- Communicates with arriving groups to promote activities within the destination including but not limited to meal options, transportation and tourism related activities
- Maintains knowledge of JCVB members' properties and services through on-site visits and ongoing communication
- Maintains contact as requested by sales team with clients and potential clients
- Assists with the development and coordination of group-oriented tradeshow, FAM tours, sales missions, site tours, etc.
- Assists with reporting and tracking of sales metrics including but not limited to lead distribution, trace activity and promotional efforts
- Primary duties to be executed with empathy, discretion, team judgment and high ethical standards
- Other duties as assigned



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Position Requirements

- Thorough knowledge of computer software including Microsoft Outlook, Word, PowerPoint and Excel
- Four-year degree from an academic institution and/or minimum of two to five years group sales experience or equivalent combination preferred
- Ability to deal effectively with potential clients, members and the public
- Professional appearance
- Consistent and reliable presence at work
- Strong and consistent ability to prioritize activities within specific time guidelines and to handle multiple tasks
- Ability to use required office equipment
- Some use of personal vehicle
- Some overnight travel may be required
- Some evening and weekend hours required
- Ability to handle physical activity for extended periods of time such as computer work, keyboarding, telephone use, sitting and/or standing
- Ability to lift, push, or pull objects of 50 lbs. or more