

## **JOB DESCRIPTION**

**Revised June 2019**

### **Sales Assistant (Part-Time)**

#### **Objective**

The **Sales Assistant** is responsible for administrative/office support for the Sales departments of Destination Madison (DM) and the Madison Area Sports Commission (MASC).

**Department:** Convention Sales

**Supervisor:** Senior Sales Coordinator

**Direct Reports:** NA

**Job Classification:** Assistant, Part time; Non- Exempt

**Work Site Location:** Corporate Office

#### **Responsibilities\*:**

- Administrative and clerical support for sales teams
- File organization and maintenance
- Proof and revise sales bulletins before they go out to partners
- Enter leads into CRM sales database system
- Assist sales staff with sales follow-ups and organization of account data, with a focus on hotel responses
- Assist sales teams with bid proposal creation and assembly (letters, sales collateral, data, etc.)
- Cvent Lead administrator back-up
- Website lead catcher support; with possible follow-up to client or referral to sales manager as determined by Senior Sales Coordinator or VP of Sales
- Request and enter account hotel histories into CRM
- Assist sales teams with tradeshow preparation, including but not limited to gathering and packaging trade show materials and assisting in shipping
- Assist sales staff with preparation for sales presentations
- Assist with client contract gift fulfillment
- Site visit planning/layout in CRM
- Upload MINT entries and post event reports in CRM
- Other duties as directed by the Senior Sales Coordinator or VP of Sales

*\* The above is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements.*

#### **Education and Experience**

- High school diploma, or equivalent, plus one to three years' experience in an administrative assistant role.
- Experience with customer relation management systems preferred (Simpleview CRM)
- Hospitality industry background beneficial.

- Self-starter and self-motivated individuals will succeed best in this position.
- Experience with a variety of office machines to include computers, fax, copier, and scanners.

**Required skills and abilities**

- Excellent typing and word processing skills.
- Strong written and verbal communication skills
- Strong administrative and organizational skills.
- Critical thinking and problem solving skills
- Proficiency in computer based systems, which include Word, Excel, and PowerPoint. Adobe Professional proficiency preferred.
- Ability to work as an individual or part of a team
- Ability to develop and write effective reports and business correspondence as necessary.
- Effective time management and work planning skills.
- Customer service skills preferred.
- Ability to establish and maintain effective working relationships.
- Strong commitment to quality and accuracy.
- Ability to maintain confidentiality required.

**Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl. Specific vision abilities required include reading computer screen and written documents close vision, color vision and ability to adjust focus.

**Work Environment**

Heated and air conditioned office environment. Noise level is usually low to moderate. May occasionally be required to travel locally or work off site.

**Reasonable Accommodation**

It is the policy of the organization to provide reasonable accommodations for qualified applicants for employment or employees with a disability to perform the essential functions of the job.

***Destination Madison is an Affirmative Action and Equal Opportunity Employer***