

# NEW ORLEANS COMPANY

<b>POSITION TITLE:</b>	<b>SALES ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>CONVENTION SALES</b>
<b>REPORTS TO:</b>	<b>CONVENTION SALES ACCOUNT EXECUTIVE</b>
<b>STATUS:</b>	<b>FULL-TIME, NON-EXEMPT</b>

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**Primary Objective of the Position:**

To provide various administrative support duties to multiple sales managers and to facilitate the operations of the Convention Sales Department.

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**Major Areas of Accountability:**

1. Prepare, organize, create and provide general correspondence, proposals, and various departmental reports to efficiently facilitate office operations.
2. Generate meeting traces and leads from sales managers into the convention sales system (Simpleview) to ensure that members have current information for generating business; follow-up on MCCNO lead confirmation for timely processing.
3. Respond to telephone inquiries for general information such as media kits, brochures and maps.
4. Process brochure orders for upcoming meetings, ensuring payment is received, when necessary, and brochures are delivered as required.
5. Maintain correspondence and meeting bulletin files for sales managers to provide a monthly count of correspondence generated and ensure copies of correspondence are available as needed.
6. Establish new account files in computer system, create hardy copy files and organize correspondence as appropriate to ensure that sales managers can follow-up with new clients.
7. Coordinate site inspections by scheduling appointments and preparing itineraries making certain that site inspections are executed smoothly. Complete private sector forms to document in-kind contributions from members. Provide client name and site inspection information for weekly client reports.

8. Prepare various reports (i.e. expense reports, etc.), as requested in a timely and efficient manner.
9. Provide general assistance to the sales managers by preparing sales packets, assisting with mail distribution, etc. to ensure effective administrative support.
10. Provide back-up to other administrative support staff as required due to workload, vacation, etc. to guarantee work is completed on time and deadlines are met.
11. Handle and respond to callers via the convention sales inquiry line, as needed.
12. Assist as occasional switchboard operator and relieve receptionist if/when necessary.
13. Perform other projects or duties as assigned by the sales manager team and/or the Sr. Vice President of Sales & Strategies as assigned.

**Education and/or Experience:**

Associate's Degree or equivalent from two year college or technical school and one to three years' related experience and/or training; or equivalent combination of education and experience.

**Computer Skills:**

Must be proficient in Microsoft Office and/or similar. Knowledge of spreadsheet and database programs desirable. Typing speed of 60 wpm, preferable.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and routine reports. Ability to effectively present information in one-to-one and small group situations to customers, clients and other employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram or schedule form.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**Work Environment:**

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions.

**Disclaimer Statement:**

The above is intended to describe the general content of requirements necessary for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contractual agreement.

**Responsibility for Work of Others:**

Direct Supervision of:           None

***New Orleans & Company** provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. **New Orleans & Company** complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*