

POSITION DESCRIPTION

Visit Salt Lake

Job Title: Sales Administrative Assistant
FLSA: Full-time, Exempt
Reports to: Chief Sales Officer
Department: Sales

Job Summary

Salt Lake is a place where elevation meets aspiration. An active urban city set at the foot of spectacular mountains. A place for open minds and fresh perspectives. This is an exciting time to be in Salt Lake: a brand new \$5.1B SLC International Airport expansion, a recently opened 700-key Hyatt Regency convention hotel, several new hotels in the development pipeline, population and business growth (Utah has been the fastest growing state in the nation since 2010, primarily driven by Salt Lake), host of the 2023 NBA All-Star Game and recently announced as the host of the 2034 Winter Olympics...Salt Lake is on fire, and we're just getting started.

To capitalize on this incredible growth and to achieve Visit Salt Lake's ambitious vision, we're seeking a proactive and enthusiastic individual to join our highly collaborative, and hard-working team. The Sales Administrative Assistant provides administrative support for multiple Sales Directors/Managers, assisting them in achieving departmental goals of booking room nights.

Primary Responsibilities:

- Assist Directors/Managers with daily administrative tasks and projects.
- Prepare bid proposals and site inspection itineraries.
- Assure that correspondence, forms and bids are completed accurately and professionally within proper deadlines.
- Input, process and update leads, definite bookings, lost business and cancellations.
- Assist the Directors/Managers in responding to inquiries and requests from meeting planners, hospitality partners, staff, leadership and members.
- Research assigned accounts.
- Document sales efforts and keep customer profiles current in Visit Salt Lake's automated sales software program; Simpleview CRM.
- Process all Cvent leads by entering required information into the CRM, ensuring complete and accurate records, and communicate the assigned lead number to the appropriate manager or director.
- Maintain efficient trace and filing systems in Simpleview CRM.
- Establish and maintain assigned reports and information systems.
- Arrange domestic and international travel, including booking airfare, ground transportation, and accommodations for internal team members and clients.
- Correspond with and manage event leads for groups with projected attendance of 10–149.
- Distribute and maintain event leads for groups with projected attendance of 10–149.
- Serve as the primary liaison between Digideck and Visit Salt Lake.
- Ensure all Digideck Master Decks remain up-to-date, accurately aligned with Visit Salt Lake's brand pillars, and consistently reflect organizational standards.
- Oversee user management and team access to Master Decks to maintain content integrity and operational efficiency.
- Other duties as assigned.

Working Relationships:

Works closely with Visit Salt Lake staff, particularly Meeting, Convention Sales and Sports Sales staff. Also works with member hotel staff, Salt Palace Convention Center staff and Mountain America Exposition Center staff on a regular basis. Direct and indirect correspondence with external contacts such as meeting industry professionals, including

executive directors, presidents and meeting planners of corporations and national associations.

Qualifications

- 2–4 years of administrative, executive support, or department coordination experience, preferably in hospitality, tourism, marketing, events, or related industries.
- Highly organized with strong attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite (PowerPoint, Excel, Outlook) and Google Workspace.
- Experience with Asana or other task/project management tools is a plus.
- Ability to maintain professionalism and handle confidential information with discretion
- Creative problem solver with a positive, proactive, and self-starting approach.
- Ability to thrive in a fast-paced, team-oriented environment.
- Commitment to providing outstanding internal and external hospitality and service.

Benefits Package

Insurance: medical, dental, vision, life, long-term disability. 401(k) plan, Vacation, Sick, Personal Days, and major holidays PTO.

Application

Visit Salt Lake is an equal opportunity employer. We value diversity and encourage applicants from all backgrounds to apply. Only qualified candidates will be contacted for an interview. We thank all applicants for their interest in joining our team.

Final candidates will be subject to a background and reference check. E/O/E