



SALT LAKE

Job Posting / Position Description

Position:	Visit Salt Lake Office Administrator
FLSA:	Full-time, Non-exempt
Reports to:	People & Culture Manager
Department:	Administration

Primary Responsibilities:

Welcome visitors to the 90 South Visit Salt Lake (VSL) offices, in-person or on the telephone, and to support the Administrative, Sales & Marketing Departments of VSL, and other operational/clerical duties for the office. Assists the Executive Office with general office support, and overall time and resource management. Acts as communication liaison between Visit Salt Lake Executives, Executive Committee, and Board of Trustees; provides administrative support for President/CEO and Marketing Department.

Job Duties:

- Greet and provide service to clients & visitors in VSL's main office
- Answer and route incoming telephone calls to appropriate staff
- Clerical and administrative support for the Sales & Marketing departments, plus President/CEO including, but not limited to, scheduling and general time management.
- Processing of monthly expense reports, regularly scheduled monthly billings, invoices and purchase orders for President/CEO, Senior VP of Finance & Operations and VP of Marketing.
- Maintain efficient trace, filing, and database systems via Visit Salt Lake's CRM sales software program.
- Prepare and maintain Board of Trustees and Executive Committee minutes, bylaws, and amendments. Attends monthly Executive Committee and Board meetings, and the annual Marketing Retreat
- Schedule Visit Salt Lake meetings for Board of Trustees, Executive Committee, and Tourism/Marketing Committee.
- Receive and distribute incoming mail and manage package shipping
- Log and scan checks received by mail
- Maintain organized reception area & VSL Conference Room
- Oversees stocking and organization of staff break room in the admin level of the VSL offices, including ordering snacks & beverages.
- Oversees the electronic scheduling of the VSL conference room and to assist with set-up and clean-up any event scheduled
- Order office supplies for the 90 VSL Offices
- Assist at VSL events welcoming attendees and confirming registration
- Oversees the electronic scheduling of VSL company vehicles and the scheduled maintenance of the vehicles
- Manage office petty-cash
- Other duties as assigned

Working Relationships

Works with People & Culture Manager, President/CEO, VP of Marketing, SVP of Finance & Operations and SVP of Sales, Director of Research & Analytics, VSL Executive Committee and other VSL staff. Coordinates

with Board of Directors, Salt Lake hotel community, Salt Palace Convention Center/Mountain America Exposition Center staff, and other stakeholders in the visitor economy.

Qualifications

- Must possess excellent written and oral communication skills and work effectively with public and staff.
- Professional personal presentation and reliability needed.
- Strong organizational skills, attention to detail, multi-task proficiency, initiative, and the ability to adapt in fast-paced work environment required.
- Knowledge of the convention/tourism industries preferred.
- Strong working knowledge of the Microsoft Office suite.

Application: Submit cover letter, resume, and salary history/requirement to:
Steve Gertsch, Visit Salt Lake sgertsch@visitsaltlake.com

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