



## **JOB POSTING**

### **Convention Sales Coordinator**

**Visit Tampa Bay** leads the effort of economic development through tourism. Our Mission is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay. The independent not-for-profit organization represents more than 700 businesses throughout Tampa Bay and promotes the area as a choice destination for conventions and visitors.

Currently, we are looking for a detail oriented, customer-centric professional to join our team as a **Convention Sales Coordinator**. This person will be responsible for assisting the Sr. Vice President of Convention Sales and Director of Convention Sales while supporting the Vision and Mission of Visit Tampa Bay.

---

#### **Responsibilities**

- Coordinate month end sales and production reports
- Support daily convention sales functions such as lead distribution, group history, prospecting, and budgetary items
- Assist with preparation for sales presentations, sales follow up and organization of account data
- Participate in marketing activities including social media content development
- Assist with special events, client functions and projects as assigned
- Coordinate the planning, reservations, shipment and preparation for convention sales travel
- Act as liaison with stakeholders, management, local contacts, clients and members

#### **Education, Experience, and Qualifications**

- Detailed oriented with good communication and organizational skills
- Ability to establish priorities and meet deadlines efficiently and effectively
- Proficiency in all areas of computer technology including but not limited to Microsoft Office
- Familiarity with CRM, Salesforce or other industry software preferred
- Hospitality experience is a plus
- Degree from an accredited college or university, business or hospitality institution, or experience in sales or the hospitality industry

#### **Compensation and Benefits**

- Competitive salary is commensurate with experience
- Incentive pay for completion of goals
- 95% Paid healthcare premiums
- Company funded HSA
- 100% Paid life insurance with an optional buy-up
- 100% Paid short-term and long-term disability premiums
- 5% Company Matched 401(k) plan with full vesting after three years
- Wellness Program Reimbursement
- Generous paid time off
- 10+ Holidays per year
- Ongoing career training & development

*If you are qualified & interested in this position, please send your resume to:*  
**[AKaptzan@VisitTampaBay.com](mailto:AKaptzan@VisitTampaBay.com)**