



DESTINATION SERVICES COORDINATOR

RESPONSIBILITIES

- Assist director of destination services
- Complete timely and accurate data entry responsibilities
- Support destination services managers with group event planning
- Convention services representation to assigned small group clients
- Maximize partner awareness to entice planners and convention participants to schedule activities
- Prepare service promotion packages and pre-promote plans
- Create, plan, and execute activities such as events, site visits/FAMS, and meetings as directed
- Prepare, update, and co-present at GET trainings and other services meetings
- Update and manage client information, correspondence, and activity in CRM

EDUCATION EXPERIENCE AND QUALIFICATIONS

- Proficient organizational skills, attention to detail, and accuracy a must
- Effective communication skills and discernment of urgency and priorities
- Exude a hospitable, attentive, and welcoming demeanor at all times
- Ability to work on-site full-time
- Bachelor's degree from an accredited college/university, or equivalent hospitality or DMO experience

COMPENSATION AND BENEFITS

- Competitive salary is commensurate with experience
- Incentive pay for completion of goals
- 100% Company paid benefits health, dental, vision, life, and disability
- HSA/FSA with Company contributions
- Company 5% matched 401(k) plan eligibility after 90-days employment
- Generous paid time off
- 10+ Holidays per year
- Ongoing career training and development
- Company-paid downtown parking
- Cellphone reimbursement
- Tuition Reimbursement

WHY WORK FOR VISIT TAMPA BAY?



HOW TO APPLY

If you are qualified, please send your resume to

HR@VisitTampaBay.com