



Tampa Bay, the heart of Florida's Gulf Coast. Visit Tampa Bay - leading the effort of economic development by marketing our destination to the World! Encouraging adventurous travelers to unlock sun, fun and culture in Florida's most diverse travel destination. An independent not-for-profit organization working with hundreds of partners to tell the world the story of Tampa Bay. Currently, we are seeking a polished team member to represent our dynamic organization.

JOB POSTING – Sales Coordinator

Visit Tampa Bay, a Destination Marketing Organization (DMO), is hiring an entry level position as our Sales Coordinator. Our destination is soaring with visitors, and it is getting better every month. As we exit this pandemic and once again welcome visitors to the heart of the Gulf Coast, we are looking for hospitable, enthusiastic team members with the passion to be awesome, just like Tampa Bay!

Responsibilities

- Strong use of technology, i.e., CRM Customized Database, Microsoft Office Products, Adobe Illustrator, and others.
- Support Sales Team with various functions; proposal creation, generate leads, participate in FAMS and Site events, etc.
- Assist Team administratively by monitoring budget spending and processing invoices, trade show prep, prepare presentations and support with committee meetings.
- Customer service by receiving inquiries and solving problems. Communicate with Team.
- Demonstrate a commitment to Visit Tampa Bay's Mission and Goals.
- Conduct business ethically.
- Practice diversity, equity and inclusion in all aspects of doing business.

Education, Experience and Qualifications

- Candidates with relevant experience and above average technology skills.
- Bachelor's degree from an accredited college or university or equivalent hospitality, Convention Center or DMO experience.
- Must exude a friendly, attentive and welcoming demeanor at all times.

Compensation and Benefits

Compensation & Benefits
Competitive salary is commensurate with experience
Incentive pay for completion of goals
Company paid healthcare premiums
Company contributions to employee's HSA account
FSA accounts for childcare expenses
100% Company paid life insurance, short-term and long-term disability
100% Company paid dental and vision premiums
5% Company matched 401(k) plan with full vesting after three years
Generous paid time off
10+ Holidays per year
Ongoing career training and development

If you are qualified, please send your resume to: HR@VisitTampaBay.com