



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 - Front Desk Coordinator

Visit Tampa Bay, a Destination Marketing Organization (DMO), is hiring an entry level position as our Front Desk 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 will include but are not limited to:

- Strong use of technology, i.e., CRM Customized Database, Microsoft Office Products, Adobe Illustrator, and others.
- Welcoming and transitioning visitors into the office and answer calls from potential clients and visitors.
- Flexible job functions with an opportunity to grow in responsibilities.
- Excellent personal interactions with both internal team, stakeholders and external clients.
- Possess an in-depth knowledge of the County and the key destination amenities.
- Be detail oriented, teamwork focused, and willing to "roll up your sleeves" in order to get the job done.
- 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
- Should possess a bachelor's degree or close to graduation or have experience in marketing or the hospitality industry.
- Must exude a friendly, attentive and welcoming demeanor at all times

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