



**Sales Associate,
Meetings & Conventions
Washington DC Region & Eastern US**

Tourism Vancouver is *powered by people* and we are seeking a highly professional and motivated **Sales Associate** to support the Washington DC Region and Eastern US markets.

Reporting to the Director of Sales, Meetings & Conventions US, and the Manager, Meeting & Convention Sales, Eastern US, the Sales Associate will work as part of the Meetings and Conventions (M & C) team specifically with those markets. The Director of Sales for the DC market is located in a remote office in Austin, Texas and the Manager, M & C Sales, Eastern US is located in the Vancouver office.

The Sales Associate will work with the Director and Manager and is expected to make an ongoing contribution to achieving the objectives and targets set each year. These activities will focus on managing the account database for both markets, delivering a high level of customer sales and service to clients and assisting where needed for in-market events. Other activities will include account research, prospecting and new business development including effectively communicating with colleagues, partners and Tourism Vancouver members.

Vancouver is a place that connects people and inspires them to live with passion. The successful candidate will ideally have a minimum of 3 years of experience in a similar role, preferably in the meetings & conventions market, with strong organizational skills including good working knowledge of database systems, Adobe Acrobat, MS Office applications and social media.

If you *live, breath and share Vancouver*, are a dynamic, creative and enthusiastic individual with strong administrative/organizational and multi-tasking skills and possess the commitment and drive to make a significant contribution to the Metro Vancouver meetings & conventions industry, we invite you to apply for exciting position on our award-winning team.

Please send your resume and cover letter to careers@tourismvancouver.com

Tourism Vancouver is an inclusive and diverse work environment and welcomes all qualified candidates.