



Closing Date 10/3/19

No phone calls please. EEO

Von Braun Center
Human Resources
700 Monroe Street
Huntsville, AL 35801
Attn: **Sales & Marketing Assistant**

Sales & Marketing Assistant

Reports to: Director of Sales & Marketing
Department: Sales & Marketing

JOB FUNCTION:

The position is responsible for maintaining the day-to-day operations of the Sales & Marketing Department. Administrative assistance provided to multiple sales managers. Sensitivity to confidential matters may be required. Represents the Von Braun Center as an agency of the City in a positive and professional manner at all times.

Essential Functions:

1. Performs administrative and office support activities for multiple sales managers.
2. Responsibilities may include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data and customer relations.
3. Market the VBC at trade shows, make sales presentations and conduct site tours as needed.
4. Oversee the day-to-day responsibility of the Marketing Interns.
5. Maintains a positive image in the community by being involved in industry specific activities and those of our clients and potential clients.
6. Assists other VBC departments as needed to ensure that events successfully accomplish client goals.

Qualifications:

1. A bachelor's degree in business, marketing or communications preferred. Experience combined with some college
2. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
3. Ability to make verbal and written presentations and proposals to any potential client.