

# **POSITION TITLE:** Administrative & Services Coordinator

**DEPARTMENT:** Tourism Sales & Marketing

**STATUS:** Non-Exempt

**Primary Objective of the Position:**

Provide administrative support to Senior Vice President including handling of correspondence, responding to phone calls and emails, setting up appointments, preparation of statistical reports for department and training of support staff and interns. Plan and coordinate various tourism meetings, seminars, FAM trips and trade missions including, but not limited to, site arrangements, food & beverage, logistics and attendance.  Conduct site inspections for tourism managers.  Issue services leads as required. Must be highly organized and able to multi-task in a fast-paced environment.

**Education and/or Experience:**

Bachelor’s Degree from an accredited four-year college or university and minimum of two years related experience and/or training; or equivalent combination of education and experience.