

**POSITION TITLE: EXECUTIVE ASSISTANT**

**DEPARTMENT: CONVENTION SALES**

**ACCOUNTABLE TO: SR. VP OF CONVENTION SALES & STRATEGIES**

**STATUS: FULL-TIME, NON-EXEMPT**

**Primary Objective of the Position:**

Provide administrative support to the Sr. Vice President of Convention Sales & Strategies in daily functions of the department by making logistical arrangements, performing clerical tasks, doing research, coordinating, and managing schedules, and managing yearly budgets. Create and manage a clear flow of information with timeliness and accuracy, manage special projects and perform other office management responsibilities, as needed.

The administrative assistant to the Sr. VP of Convention Sales and Strategies will act as the point of contact among executives, employees, member partners, clients, and other external partners and perform other responsibilities or special projects as assigned. The ideal candidate should possess excellent organizational and time management skills and must be a forward thinking, self-starter with the ability to act without guidance.

# Major Areas of Accountability:

1. Prepare, organize, and provide general correspondence, proposals, and various departmental reports to efficiently facilitate operations of the office.
2. Create meeting agendas and required information for Sr. Vice President of Convention Sales & Strategies and input into the convention sales system to ensure that members have current information for generating business.
3. Respond to telephone inquiries for general information such as media kits, brochures, etc. in order to provide prompt customer service.
4. Prepare and generate weekly and monthly reports including but not limited to:
   1. Notes to file (daily trace report) for all sales and services
   2. Definite Paperwork Reports
   3. Minutes for all sales meetings and DOSM meetings
   4. Goal Reports, Convention Calendar Report, and other necessary departmental reports as requested
   5. Executive Committee/Board of Directors Report

Ensure all reports are completed in a timely and accurate manner.

1. Schedule and coordinate various meetings as requested, (i.e. Sales Meeting etc.) Generate agendas, prepare materials, and transcribe and distribute minutes to ensure that meetings are organized and efficient, and all information is available, as needed.
2. Help coordinate and facilitate member events and presentations as well as the Convention Sales retreat.
3. Make travel arrangements for Sr. Vice President of Convention Sales & Strategies by scheduling transportation, accommodations and appointments as required.
4. Process monthly credit card billing for the Concur Expense Reporting system to ensure that bills and explanations are returned in a timely manner to the Finance Department for payment.
5. Provide general assistance to the Sr. Vice President of Convention Sales & Strategies in preparing sales packets, distributing mail, etc.
6. Keep Sr. Vice President of Convention Sales & Strategies calendar up to date
7. Coordinate and participate in training of new assistants.
8. Provide Sales Assistant back-up as required due to absence, vacations, workload, etc. to ensure the team’s work is completed on time.
9. Coordinate site inspections by scheduling appointments, establishing itinerary, and preparing welcome packets to ensure that site inspections are executed efficiently.
   1. Complete private sector form to document in-kind contributions for members
   2. Provide client name and site inspection information for weekly clients’ report
10. Coordinate and bid on literature and collateral.
11. Coordinate training and sites for all new sales managers.
12. Work closely with Sr. Vice President of Convention Sales & Strategies on budgets and goal related tasks.
13. Maintain department information including, but not limited to, office schedules, sales territories, and continuing education memberships.
14. Facilitate the execution of agreements with external partners for financials and deliverables.
15. Perform other responsibilities or special projects as assigned.

# Education and/or Experience:

Associate degree or equivalent from a two-year college or technical school, and four to six

years’ experience and/or training; or equivalent combination of education and experience.

**Computer Skills:**

Must be proficient in Microsoft or similar. Knowledge of spreadsheets and database programs, desired.

**Language Skills:**

Possess excellent verbal and written communication. Ability to read and interpret documents and to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Physical, Mental & Environmental Demands:**

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Must be able to travel by airplane and operate a vehicle.

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions. This position will require some weeknight and weekend assignments, often on location. Ability to travel including overnight stays. Must work well in a team environment.

**Disclaimer Statement:**

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

**Responsibility for Work of Others:** None

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