JOB POSTING

Convention Sales Coordinator

**Visit Tampa Bay** leads the effort of economic development through tourism. Our Mission is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay. The independent not-for-profit organization represents more than 700 businesses throughout Tampa Bay and promotes the area as a choice destination for conventions and visitors.

Currently, we are looking for a detail oriented, customer-centric professional to join our team as a **Convention** **Sales Coordinator**. This person will be responsible for assisting the Sr. Vice President of Convention Sales and Director of Convention Sales while supporting the Vision and Mission of Visit Tampa Bay.

**Responsibilities**

* Coordinate month end sales and production reports
* Support daily convention sales functions such as lead distribution, group history, prospecting, and budgetary items
* Assist with preparation for sales presentations, sales follow up and organization of account data
* Participate in marketing activities including social media content development
* Assist with special events, client functions and projects as assigned
* Coordinate the planning, reservations, shipment and preparation for convention sales travel
* Act as liaison with stakeholders, management, local contacts, clients and members

Education, Experience, and Qualifications

* Detailed oriented with good communication and organizational skills
* Ability to establish priorities and meet deadlines efficiently and effectively
* Proficiency in all areas of computer technology including but not limited to Microsoft Office
* Familiarity with CRM, Salesforce or other industry software preferred
* Hospitality experience is a plus
* Degree from an accredited college or university, business or hospitality institution, or experience in sales or the hospitality industry

Compensation and Benefits

* Competitive salary is commensurate with experience
* Incentive pay for completion of goals
* 95% Paid healthcare premiums
* Company funded HSA
* 100% Paid life insurance with an optional buy-up
* 100% Paid short-term and long-term disability premiums
* 5% Company Matched 401(k) plan with full vesting after three years
* Wellness Program Reimbursement
* Generous paid time off
* 10+ Holidays per year
* Ongoing career training & development

***If you are qualified & interested in this position, please send your resume to:*** [***HR@VisitTampaBay.com***](mailto:HR@VisitTampaBay.com)