

Group Sales Business Development Coordinator

DESCRIPTION OF WORK

Under the general supervision of the Group Sales Director, performs specialized customary and assistant work primarily to generate leads. Provides support for the sales team using independent judgment while providing assistance to the Director of Sales.

DUTIES AND ESSENTIAL FUNCTIONS

Researching potential client and leads for sales managers through our Knowland system and other avenues. Creating, manipulating & managing all sales merge templates. Assisting with the distribution of lead sheets to lodges and developing proposals for potential clients. Provide complex secretarial and administrative support including confidential work. Work with the individual sales managers on planning sales trips, follow-up from the trips, FAMs, proposal packets for clients, shipping of trade booths and collateral. Produce PowerPoint presentations and produce appropriate collateral for sales meetings, FAM's and tradeshow. Review all stakeholder information in all collateral forms (ie. Website, proposals, collateral, etc) and update as needed to ensure it is all current including relevant photos, meeting space layouts, etc. Organize and keep a centralized group sales filing system with customer files and sales resources, photography, etc. Become an expert in the Knowland CRM and data base system, including regular and custom report generation. Support department priorities as needed.

QUALIFICATIONS

Ability to work independently and accurately with frequent interruptions. Must be proficient in complex administrative and office work. Must have excellent interpersonal skills to deal with clients, lodging partners and staff effectively, courteously and professionally, by phone and in person. Must be able to communicate effectively using tact and diplomacy. Need to possess excellent computer skills including knowledge of Windows, Microsoft Office including Microsoft Word, Excel, Outlook and Power Point. Must be a quick learner in order to understand the Knowland system. Must be a team player and work flexible hours when needed. .

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduating from High School. Extensive customer service and office experience required. Must have 3-5 years of hotel or CVB and or Hotel experience as well as two years of progressively responsible computer, administrative and supervisory office experience. Local area knowledge and experience is beneficial.