

Choose Chicago Job Description

Title: **Sales Coordinator**

FLSA Status: Non-Exempt

Department: Convention Sales

Date: May 2012

Reports To: Director of Sales & Senior Sales Coordinator

Position Summary

The Sales Coordinator is responsible for supporting two sales managers. The job requirements entail preparing leads, proposals generating reports, account management, drafting correspondence, arranging travel, coordination of site inspections, effective communication with other departments and being able to manage their day with efficiency as well as providing other administrative support. This person will represent the Choose Chicago in a professional manner with both internal and external clients, therefore, must have strong communication skills both verbally and written. The ideal candidate will be experienced in handling a wide range of administrative support related tasks and will be able to work independently and handle multiple projects and details simultaneously.

Essential Duties and Responsibilities

- Support two to three sales managers with client accounts including handling client inquiries.
- Gather information to create and distribute sales leads, revisions & confirmations via our database.
- Follow up with clients or members to resolve open questions or issues.
- Extensive data entry in Client Relationship Management System to maintain and update account records to ensure accuracy.
- Coordinate arrangements for site visits; secure accommodations, arrange transportation, arrange appointments, create itineraries, site booklets and order gifts.
- Coordinate calendars and schedule meetings.
- Perform general clerical support functions, bid preparation, scheduling memos, mail processing, office supplies, and filing.
- Assist with the creation of PowerPoint presentations, as needed.
- Front desk relief duties for the receptionist (greet and refer visitors and callers in a professional manner).

Requirements

- High school diploma, college degree preferred
- Minimum of 3 to 5 years administrative experience
- Proficient MS Office skills, including Word, Excel, PowerPoint and Outlook

- Ability to type at least 60 wpm.
- Excellent written and verbal communication skills
- Life experience in Chicago or desire to gain in depth knowledge of the destination
- Preferably experience in the hospitality industry
- Excellent interpersonal skills; ability to interact with staff at all levels, as well as outside clients and vendors in a fast paced environment with a high level of professionalism
- Ability to manage multiple projects/requests simultaneously
- Proven project coordination experience
- Strong decision making ability and attention to detail
- Projects a positive attitude
- Work well under pressure
- Willing to help other coordinators with projects or workload when needed (possess team player attitude)