

SMG
Job Description

Job Title: Sales Coordinator
Department: Sales
Reports To: Director of Entertainment Sales
FLSA Status: FT/Hourly/Non-Exempt

Summary Performs sales related functions in support of the annual Sales Plan, by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Proactively seeks out new business: initiates contact with prospects; prepares proposals for prospects that reflect a win-win arrangement; follows up constantly and most importantly closes business deals.
- Represents The Oncenter to all potential clients; conducts facility tours; answers questions and provides information regarding facility services; assists clients in finalizing booking arrangements.
- Qualifies client inquiries and follows up on all leads
- Enters and maintains booking information into the event management computer system.
- Prepares RFC's (Request for Contract) for each license agreement; authors correspondence to clients.
- Provides assistance and staff support to the Director of Entertainment Sales.
- Serves as liaison with industry representatives, the general public and other Oncenter departments and divisions.
- Attends events as necessary.
- Performs related duties and responsibilities as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's Degree from an accredited 4 year college or university in Marketing, Journalism, Public Relations or related field is preferred.

Minimum 2 years sales related experience.

Banquet, Hospitality, Hotel or Arena Industry experience highly preferred.

Skills and Abilities

Ability to sell.

Excellent communication, organizational and interpersonal skills required.

Ability to prioritize projects.
High aptitude for figures and advanced writing skills.
Professional presentation, appearance and work ethic.
Prior attendance and participation at any continuing education courses related to sales.
Ability to use or learn event booking and management software programs.
Ability to work irregular hours in addition to normal business hours as needed.
Availability to travel locally or regionally to make sales calls.
Occasional long distance travel with overnight stay as needed.

Computer Skills

To perform this job successfully, an individual should have general knowledge of computers including Microsoft Office or equivalent applications such as Excel or Word.

Certificates, Licenses, Registrations

CMP preferred

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around the facility(ies), at times, walking and/or standing for 8-10 hours or greater as required.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.