SALES COORDINATOR

Division: Ogden Eccles Conference Center
Open Date: 11-01-2017
Closing Date: 11-15-2017
Salary: $14 - DOQ
Employment Type: Full-Time with Benefits

JOB DESCRIPTION:

The Sales Coordinator works with Sales & Event Managers to insure client's needs are being met with regards to answering inquiry calls, transferring to the appropriate manager, and assisting walk-in guests with all requests. The Sales Coordinator also fulfills the duty of Accounts Receivable making sure all invoices are checked and sent out to clients and recording all payments in the correct computer programs and files and communicated to the County Accounting offices. They also maintain the current filing system.

EXAMPLE OF DUTIES:

- Send out Event Evaluations monthly for client comments and record comments.
- Run the BEO packet each week for BEO meeting.
- Attend BEO meeting for forecast updates.
- Continually update the forecast.
- Manage Filing System.
- Assist DOS with month end reports.
- Send signed contract letters to clients.
- Create BEO's for in house events and as directed by DOS or GM.
- Manage Accounts Receivable to include: recording all payments in Munis System, copy Sales & Event Managers, Munis reporting, notifying past due invoices, and update Aging Report.
- Special projects as requested by DOS & GM.
- Assist with invoicing to include; uploading invoices to Munis, & managing interdepartmental invoicing of events.
- Answer phones and receive walk-irs.
- Take sales lead calls and route to appropriate sales manager.
- Order OECC pens, stationary and keep all office supplies stocked and organized.
- Support all Sales Managers as needed.
- Take minutes at sales and Board Meetings.
- Order signage, assist with managing TCG WWR Budget, and serve on TCG WWR Committee
- All other duties as assigned.

EDUCATION AND EXPERIENCE:

Education and/or Experience Experience in hospitality, event management and accounting, or other related field or equivalent experience in accounting or sales management.

REQUIREMENTS:

Knowledge, Skills, and Abilities
- Demonstrate thorough knowledge of Word, Excel, or web based booking or accounting software
- Possess experience with sales and events coordination.
- Possess experience with maintaining effective working relationships with clients, employees, patrons and vendors.
- Organize and prioritize work to meet deadlines.
- Work effectively under pressure and/ or stringent schedule to produce accurate results.
- Possess excellent communication, problem solving and organizational skills.
- Must have professional attitude and appearance

SPECIAL REQUIREMENTS:

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform