

Career Opportunity

SALES COORDINATOR

The Calgary TELUS Convention Centre hosts conventions, tradeshow and meetings for national, international and local groups. We are currently hiring for the position of Sales Coordinator. Reporting to the Director of Sales, this position is responsible for providing a full range of administrative and clerical support to the Sales team.

Duties and responsibilities:

- Be the team's communication hub, ensuring the flow of information within the department as well as externally with other teams, customers and vendors;
- Use excellent organization skills and a helpful nature to keep the sales team running smoothly, enabling our sales team to focus fully on booking business;
- Book internal function space and coordinating services for internal team meetings and familiarization tours;
- Renew memberships for the Sales Managers and maintain an updated list of membership renewal fees paid;
- Coordinate conference & trade show registration and arranging flights and accommodations for the Sales Managers;
- Complete expense reports on behalf of Sales Managers;
- Assist with the maintenance of accounts, contacts, activities within the booking software, Ungerboeck;
- Enter event opportunities/prospects into Ungerboeck for recording and tracking;
- Keep information in Cvent, Starcite, etc. up to date and entering proposal details as needed for the Sales Managers;
- Serve as the contact person when a Sales Manager is away from the office, answering all customer inquiries on their behalf or redirecting to another Sales Manager if needed;
- Record meeting minutes from the Sales meetings;
- Coordinate customized site visits with the Sales Managers;
- Coordinate client presentations and proposals with the Sales Managers;
- Assist Sales Manager in generating contracts, proposals, and deposit processing.
- Ensure smooth transition of file transfer from Sales to Event Management by following the file transfer checklist;
- Distribute incoming mail for the sales team;
- Send out monthly reminders and printing vacation schedule;
- Enter purchase orders for Sales Management;
- Ensure sales literature such as facility guides, menu packages, promotional material, floor plans and other collateral materials are kept current and stocked;
- Support Sales Manager's requests for door prizes, client gifts packages, etc and coordinate delivery with our Event Services team;
- Keep an inventory of client gifts and ensure these are stocked;
- Organize and maintain a filing system of past, future and cancelled events and keep an inventory of these files in storage and files for shredding;
- Perform other tasks as required.

Experience and Assets Include:

- Previous administrative support experience;
- Ability to use discretionary decision-making and superior independent judgment in situations that contain a high degree of confidentiality;
- Ability to work comfortably with multiple tasks and have the ability to prioritize so crucial deadlines can be met;
- Strong time management, organizational, interpersonal and communication skills;
- Keen eye for detail and presentation excellence;
- Appreciation and strength in systems and process;
- Advanced skills in Microsoft Office are essential;
- Customer service driven and enjoy working in a team environment;
- Working knowledge of a CRM software system (Ungerboeck) would be an asset.
- Ability to communicate clearly, concisely and tactfully; and
- Previous experience working in sales and/or event planning environment would be an asset.

The Calgary TELUS Convention Centre offers a comprehensive salary and benefits program that includes life and dependent life insurance, short and long-term disability, health and dental benefits, travel medical emergency insurance, flexible spending account, employee assistance program, pension plan, flex and bonus hours, wellness programs, educational opportunities, and access to a fitness center.

Resumes with cover letter may be submitted via email to careers@calgary-convention.com by February 22, 2019.