



Position: Sales Coordinator

Department: Sales

Reports to: Sales Manager

FLSA Status: Part-time, Hourly, Non-Exempt

Summary:

Assist the Sales Manager / Director of Sales & Marketing in achieving established business sales goals. Generate sales through follow up to in-bound communications from interested parties and outreach to businesses and the community.

Essential Duties and Responsibilities:

- Represent the Peoria Civic Center/ASM Global (PCC) while selling use of the facility for banquets, meetings, and other short-term business.
- Contract client events.
- Work closely with the Events and Operations departments to ensure all client needs and expectations are met.
- Properly maintain booking and meeting/banquet files.
- Conduct tours of the facility for potential clients and other interested parties.
- Provide support as part of the team with the Peoria Area Convention and Visitor's Bureau (PACVB) and local hotels to attract visitor business to Peoria.
- Exercise discretion and maintain confidentiality.
- Research potential clients.
- Manage PeoriaCivicCenter.com, including updating copy and adding new convention events.
- Write copy, schedule and publish content for social media (Mainly LinkedIn, but also Facebook, Twitter, & Instagram)
- Create and coordinate digital messaging within the venue including digital slideshow program, directional graphics, & outdoor marquee.
- Other duties and responsibilities as assigned.

Supervisory Responsibilities:

There are no direct reports for this position.

Minimum Qualifications:

- Ability to work a flexible schedule according to the needs of the business, frequently working evenings, weekends, and holidays.
- Excellent customer service and interpersonal skills.
- Attention to detail and high standards for accuracy.
- Ability to multi-task with a high sense of urgency to meet deadlines.
- Ability to work with limited supervision and to professionally interact with all levels of staff.

- Ability to travel as needed to attend industry seminars, conferences, or other business functions. Travel for this position is generally infrequent.

Education and / or Experience:

- Sales or event experience in the convention, hospitality, or related, industry.
- High school diploma/GED required.
- Bachelor's Degree preferred, or equivalent work experience.
- Post-secondary education with an emphasis in Marketing, Business, or Communications is a plus.

Skill and Abilities:

- Working knowledge of MS Office suite (Excel, Word, PowerPoint), Outlook, database applications.
- Experience with or ability to learn Adobe Creative Suite is a plus.
- Professional writing skills, using proper spelling, grammar, and punctuation.
- Ability to learn proper use of electronic booking systems and other industry software.

Working Conditions and 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.

- Work is primarily in an indoor setting with minimal adverse exposure to environmental hazards. Some tasks may require work outdoors.
- While performing the duties of this position, the employee is regularly required to move around the facility
- Standing/sitting for extended periods, speaking, hearing, grasping, dexterity, fine manipulation of electronic and communications equipment; frequent lifting of up to 25 lbs.; infrequent lifting of up to 50 lbs.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

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.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants that need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at customerservice@peoriaciviccenter.com.