

Job Title	Group Sales Assistant	
Job Category	Administrative	
Reports To	Director of Group Sales	
Summary	Performs a variety of administrative duties for Group Sales department including database management, research and administrative assistance to Group Sales Director and Managers.	
Duties & Responsibilities	<ul style="list-style-type: none"> • Maintains CRM database Simpleview including adding Sales accounts, updating contacts and report processing. • Tracks sales leads, tentative and definite status' and Holding Dates letters for repeat groups. • Obtains and documents housing/pick up data from all groups originating from Sales Leads. • Tags accounts for client events, sales missions, National Accounts, etc. • Ensures hotel and venue contact accuracy prior to communications with Industry Partners. • Handles requests for small meetings. • Administers all sales tradeshow and marketplace arrangements which includes pre-planning, oversight of registrations, shipping and travel deadlines, giveaways, binder preparation, etc. and coordinates with Marketing Department on tradeshow booth materials and pre & post mailers. • Assists with preparation of bid books, presentations and proposals in Adobe InDesign. • Assists with Site Inspections including itinerary coordination and gifting. • Responsible for soliciting and booking groups for the Bus Tour Market starting with maintaining accurate and detailed records of Bus Tour Clientele in the CRM Database. • Presents Bus Tour options to planners. • Works alongside Marketing Department to coordinate Bus Tour Market collateral and populates Bus Tour pages on VisitFortWayne.com. • Participates in Bus Tour Tradeshow and conducts follow-up sales calls and emails. • Oversee sales specialty product inventory, researches for new items, orders, fulfills and collaborates with Convention Services' specialty product purchasing. • Prepares weekly sales meeting agendas, minutes and Friday activity reports. • Maintains supply of print and digital sales materials for Sales Department. • Searches for sport events to add to Convention Calendar through Simpleview. • Assists Convention Services with gathering and packing of pre-promotion materials. • Serves as back-up to Visitors Center staff in high-need and emergency situations. • Performs duties as assigned by Sales Director and Managers. 	
Ideal Candidate Will Possess The Following Characteristics	<ul style="list-style-type: none"> • Resourceful, well organized, dependable and detail oriented • Ability to manage multiple tasks and good time management skills • Excellent computer software and database skills • Good communications skills both verbal and written • Maintain professional appearance and demeanor at all times • Wants to work in administrative capacity. • Good interpersonal skills to work effectively as a team member and with industry partners 	
Requirements	<ul style="list-style-type: none"> • Two-year or 4- year degree from an academic institution • Proficiency in use of Office Suites software. Ability to learn Simpleview software system • Two or more years' experience in an administrative capacity • Ability to use computer, telephone, sitting for extended periods of time • Requires occasional lifting of boxed items of 25 pounds or less • Travel in personal automobile for Bureau business • Ability to exercise initiative, maintain confidentiality, diplomacy and good judgment • Willing and able to work some evenings or weekends as work demands 	
Benefits	<ul style="list-style-type: none"> • 100% paid Employee Medical Insurance • 100% paid Dental Insurance • Short Term and Long Term Disability 	<ul style="list-style-type: none"> • Life and Accidental Death and Dismemberment • Paid Parking
Hours	<ul style="list-style-type: none"> • Full time, hourly position Mon-Friday, 8 AM to 5 PM • May work an occasional Saturday in Visitor Center due to absent personnel 	
Wages	<ul style="list-style-type: none"> • Commensurate with qualifications and experience. Starting range- \$11.00-\$13.50/hour. 	