



CHOOSE CHICAGO

Position Title: ***Sales Coordinator***
Department: Sales
FLSA Status: Non-Exempt
Reports To: Sales Team
Effective Date: May 2023

Choose Chicago is the official sales and marketing organization responsible for promoting Chicago as a global visitor destination to business and leisure travelers.

POSITION SUMMARY

The ***Sales Coordinator*** is responsible for providing strong administrative support for multiple Sales Managers with distinct geographic and size Markets. The ideal candidate will be experienced in handling a wide range of administrative support with good communication skills. We are seeking a collaborative team player who must be highly organized, proactive and solutions-oriented.

The job requirements entail preparing leads, proposals, generating reports, entering and maintaining accurate data in our sales customer relation management system (CRM), drafting correspondence and coordinating communication with partners, arranging travel, drafting and coordination of site inspections, effective communication with clients, partners and teammates and ability to manage multiple tasks with efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative support:

- Support 3-4 designated sales team members with client accounts including handling client inquiries.
- Gather information to create and distribute sales leads, revisions & confirmations via our database.
- Follow up with clients or members to resolve open questions or issues.
- Key contributor for Sales system (CRM) in maintaining integrity of data and completing monthly audits.
- Coordinate arrangements for site visits; secure accommodations, arrange transportation, arrange appointments, create itineraries, site booklets and order gifts.
- Coordinate calendars and schedule meetings.
- Perform administrative support functions, bid preparation, scheduling memos, mail processing, office supplies and filing.
- Extensive data entry in Client Relationship Management System (CRM) to maintain and update account records to ensure accuracy.
- Assist with the creation of PowerPoint presentations as needed.

- Provide relief support for the front desk Receptionist. Log in packages, greet and refer visitors and respond to callers in a professional manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma; college degree preferred or equivalent experience.
- 1+ year of administrative work experience, showing effective training in team support, project management, creating power point presentations and general administrative functions.
- Simpleview CRM database software experience a plus
- Prior experience in the hospitality, convention bureau or sales industry a plus.
- Proficient MS Office skills, including Word, Excel, PowerPoint and Outlook.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be technologically proficient with email, power point presentations, excel, word, Teams and other computer related tools.
- Excellent interpersonal skills; ability to interact with staff at all levels, as well as outside clients and vendors in a fast paced environment with a high level of professionalism.
- Proactive and customer service-oriented.
- Proven project coordination experience.
- Ability to work effectively under pressure and prioritize
- Strong decision-making ability and attention to detail.
- Ability to effectively communicate both verbally and in writing with a strong knowledge of spelling, grammar and punctuation
- Ability to represent Choose Chicago in a professional manner while interfacing with internal and external clients; good telephone skills
- Possess good organizational and time management skills to handle multiple projects simultaneously.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

- Ability to travel by ground transportation as required.
- Ability to perform computer work for extended period-of-time.
- Ability to sit or stand for extended period-of-time.
- Ability to provide proof of vaccination.
- Ability to work nights and weekends as needed. Working evenings include, but are not limited to attending or assisting at Choose Chicago business and client events, etc.

TO APPLY:

This position offers a competitive salary and benefits package. Qualified candidates should submit resume and include **salary requirements** to:
resumes@choosechicago.com

Choose Chicago

Human Resources Department
301 E. Cermak Road
Chicago, Illinois 60616
EMAIL: resumes@choosechicago.com
No Phone Calls

Choose Chicago is an Equal Opportunity Employer