

## **JOB POSTING**

Job Opening Date: July 10, 2017

Job Closing Date: When position is filled

Job Title: Event Sales Coordinator

Department: Metro Shore

Job Location: San Francisco, Calif.

Contact: Kimberley Patten

### **Overview:**

Join a growing team of sales and event production professionals with an objective of growing the event business at three premiere event venues located in San Francisco.

### **Responsibilities:**

- Respond to new leads and inquiries within a timely manner.
- Create estimates and prepare contractual documents.
- Conduct site visits with new and existing clients and partners in coordination with operations.
- Keep CRM updated on a regular basis with client information and correspondence.
- Assist Sales Manager with developing new accounts, maintaining existing accounts, and implementing sales strategies.
- Responsible for email marketing via Constant Contact.
- Assist in maintaining the booking calendar for new events and meetings.
- Attend networking events and tradeshow as required to promote and develop new business opportunities.
- Assist in updating social media outlets.
- Highly organized and detail oriented.

### **Requirements:**

- High School Diploma or equivalent. Bachelor's Degree preferred.
- 3+ years of experience in events or hospitality industry.
- Proficient in proprietary databases, Adobe Acrobat, Microsoft Word, Outlook, and Excel. CRM experience a plus.

**Please Submit a Cover Letter With Your Resume To Be Considered For This Position**