



Company: Visit Newport Beach

Job Title: Sales Coordinator

Summary of Position:

The role of the Sales Coordinator is to assist the sales department in a variety of functions and duties that support the team in reaching overall goals and delivering ROI to TBID partners. This includes but not limited to general office duties, client, partner and team requests, tradeshow logistics, special projects, managing/organizing data and preparing a variety of reports.

Duties and Responsibilities: (including but not limited to the following)

- General office duties including responding to client and hotel partner emails and phone calls, maintain proper and organized records and documents in CRM and ShareDrive, process invoices and receipts in coordination with accounting requirements, and expense reports as directed by VP of Sales
- Manage logistics of travel & trade show participation for sales team including show registration, deadlines, organizing and shipping of show supplies, booth details such as furniture rental and catering, hotel partner communication, post-show client follow up assistance and data entry, manage tradeshow calendar and Team Outlook calendar
- Assist sales managers with all aspects of site visits to ensure well organized and executed customer experiences. Assistance will include but not limited to arranging for transportation, booking activities, dining reservations and set up and delivery of Duffy boat refreshments
- Assist with lead and data entry into CRM, lead distribution to hotel partners and process definite bookings verifying corresponding documentation is received as well as accuracy of contract details, gift card promotion, TBID funds, etc. are properly recorded.
- Manage SimpleView CRM and other platforms as system administrator. This task requires proper data maintenance to for accuracy of contacts, leads and accounts along with regular data clean up to ensure maximum utilization of system database and metrics
- Overall support of sales team and VP of Sales. Compile, update and create reports for sales outreach, research and marketing, metric reporting, and Board of Directors meetings. Coordinate with sales team on specific tasks, special projects, travel coverage, target mailings and client/hotel partner requests or any other assigned duties
- Maintain, organize and manage inventory of Sales amenities and RFP promotion program



- Coordinate with VP of Sales on planning and attendance of TBID Board meetings. Compile and submit proper documentation to the City as needed, communicate to hotel partners and record and transcribe meeting minutes in with specific deadlines
- Oversee processing, data entry and auditing of TBID funds in both CRM and ShareDrive with corresponding documentation. Diligent, proactive and effective communication with hotel partners, accounting and VP of Sales.

Requirements:

- 2-4 years administrative roll in hospitality; Hotel sales or DMO preferred
- Excellent communication, organization and time management skills. Strong attention to detail, ability to multi-task and follow through in completing responsibilities. Exercise due diligence and adaptability
- Good working knowledge of Microsoft Office (Word, Excel, PowerPoint), Microsoft Teams, Adobe Acrobat with ability to learn SimpleView CRM.
- Work independently with minimal guidance as well as with the sales team, accounting and hotel partners.
- Is professional, courteous and personable to clients, partners and fellow employees. Ability to be tactful, maintain a positive attitude and display appropriate public image when representing VNB

Physical Requirements:

- Able to lift, carry or pull up to 20lbs
- Able to bend, stretch, and twist
- Able to stand or sit for long periods of time

Benefits:

- 401(k) employee contribution with up to 5% company match
- 401(k) 3% profit sharing (no-match required)
- 9/80 Flexible schedule
- Hybrid Work schedule
- 100% Company-Paid Health, Dental and Vision Insurance (employee only)
- 100% Company-Paid Disability and Life Insurance (employee only)
- Flexible Spending Account
- Paid Time Off
- Paid Holidays
- Tuition Reimbursement
- Wellness Benefit



- Stay & Play Benefit
- Cell Phone Stipend
- Home Internet Stipend
- Referral Program