



**Sales Associate
Meetings and Conventions
Chicago, Midwest & Western US**

Tourism Vancouver is seeking a highly professional and motivated **Sales Associate** to support the Midwest & Western US markets.

The Sales Associate works as part of the Meetings and Conventions team with the Midwest & Western US markets. Reporting to two Managers, the Sales Manager for the Midwest market is located in a remote office in Chicago, IL and the Western US Manager is located in the Vancouver office. The Sales Associate will work in conjunction with the Managers and is expected to make an ongoing contribution to achieving the objectives and targets set each year.

The Associate will contribute in delivering sales and market development services in conjunction with the Business & Market Development Plan to the highest standards. These responsibilities focus on managing the account database for both portfolios, delivering a high level of customer service to clients and assisting for in-market events. Other responsibilities include account research, prospecting and new business development and effectively communicating with colleagues, partners and Tourism Vancouver members.

The successful candidate will possess a minimum of 2-4 years of experience in a similar sales role within the tourism industry, preferably in the meetings & conventions market. Strong organizational skills including good working knowledge of database systems, MS Office applications and social media for business are required.

If you have the experience and describe yourself as a dynamic, driven, enthusiastic with a winning attitude and possess the commitment to make a significant contribution, please send your resume and cover letter to careers@tourismvancouver.com.

Closing Date: Tuesday, April 3, 2018

Tourism Vancouver thanks all applicants and only those qualified and selected for an interview will be contacted.