



**GREATER BOSTON  
CONVENTION & VISITORS BUREAU**

## **JOB DESCRIPTION CONVENTION SERVICES DEPARTMENT**

<b>Title of Position:</b>	<b>Sales and Convention Services Assistant</b>
<b>Reporting Relationship:</b>	To the Vice President of Convention Sales & Services
<b>Basic Function:</b>	Provide support to the Sales and Convention Services Department in the promotion of Greater Boston as a meeting destination.
<b>Duties and Responsibilities:</b>	<p>Assist meeting planners who represent potential business for the destination by referring them to the appropriate contact.</p> <p>Provide Bureau services to fulfill needs of visiting groups, including distribution of literature, photography, audio visual materials, and general information. Maintain adequate office supplies including paper for copier and fax machines, and materials for presentation bids.</p> <p>Create, maintain and organize accounts, leads and reports in the organization's CRM system.</p> <p>Create and develop marketing collateral as requested.</p> <p>Assist with member referrals, site inspections, transportation needs and other member and client inquiries.</p> <p>Process DMAI MINT reports by entering information into MINT Database.</p> <p>Process ICCA reports as needed.</p> <p>Manage Post Convention Report process</p> <p>Manage and maintain amenity inventory</p> <p>Coordinate process and maintain accurate activities for all trade shows, missions and other selling and service activities including but not limited to: annual travel schedule, booking booth space, completing paperwork, and appropriate follow-up</p> <p>Attend monthly Membership Open House and weekly Membership presentations.</p> <p>Perform any additional duties as may be assigned by the Vice President of Convention Sales and Service</p>
<b>PREREQUISITIES:</b>	College graduate preferred. Experience in dealing with the public required. Excellent aptitude for organization, responsiveness, and follow-up. Knowledge of Windows, Word, Excel, and PowerPoint and Photo Shop and Illustrator preferred. Excellent written and verbal communication skills required. Working knowledge of the city is an asset.