

# HALIFAX AREA ADVERTISING AUTHORITY

## JOB DESCRIPTION

**Job Title:** Office Coordinator  
**Name:** Amber Tischler  
**Department:** Administration  
**Reports to:** Executive Assistant  
**Date:** March 2017

**Job Description:** Provide sales, marketing, public relations, and administrative/reception support by assisting all departments with a wide variety of daily needs including but not limited to administration support, convention services support, group sales support, accounting and finance support, marketing and public relations support as well as reception.

### **BACK-UP RECEPTIONIST:**

- Coverage of reception area in the absence of the part-time receptionist, including breaks and vacation time.
- Responsible for assisting with phone inquiries and directing calls to the appropriate staff members as well as collecting information as needed.
- Cordial greeting of visitors and directing clients to the proper place.
- Assure that the reception is clean and well-maintained.
- Receive and sign for deliveries/packages.

### **GROUP SALES/CONVENTION SERVICES SUPPORT:**

Coordinate site visit arrangements with Director/Convention Services Coordinator/Group Sales Coordinator

- Assist with itinerary as needed
- Arrange/confirm all travel arrangements, air , ground and hotel as needed
- Prepare and deliver in room amenities and signage as needed

Under the direction of the Director/Convention Services Coordinator/Group Sales Coordinator, coordinate and assist with shows/convention once onsite

- Registration assistance

Assist with sales lead distribution, follow up, and prospecting opportunities, coordinate with Director/Group Sales Coordinator/Convention Services Coordinator

- Act as quality control check for lead data in Simpleview
- Monitor Cvent account – JK/CS will forward Cvent lead to Sales Managers and Office Coordinator
- Use email templet to answer prospecting opportunities received from IMM, etc. to introduce planner to sales manager
- Coordinate efforts with Group Sales Coordinator to research hotel/car rental/research airfare and flight schedules
- Collect all materials/collateral returned from show - restock inventory

Prepare for Meetings, Tour & Travel and Sports committee meetings

- Prepare agenda and distribute meeting notices as needed
- Meeting room set up
- Prepare minutes and upload to website

Provide Simpleview support when necessary

- Assistance with tags

Administrative Assistance as needed, coordinate with Director/Group Sales Coordinator

- Excel Spreadsheets
- Format weekly/HAAA reports

### **MARKET DEVELOPMENT SUPPORT:**

- Clip News-Journal tourism articles daily
- Post incoming event on calendar
- Find photos on Flickr to accompany calendar posts
- Bike Beach/Biketoberfest® Facebook – keep updated with local bike events
- Quality control entire consumer website

- Assist in updating partner listings until extranet is launched

**ACCOUNTING & FINANCE SUPPORT:**

- File paid vendor invoice, make file labels for new AP vendors.
- Assist in upcoming fiscal year transition.
- Special projects.
- Monthly assistance in financials.
- Assist help in mailing invoices.

**ADMINISTRATION & EXECUTIVE SUPPORT:**

- Support administration on a need be basis.
- Assist on special projects.
- Assist in preparing large record requests.
- Assist in preparing material for board meetings.

**EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES**

- Associates degree or commensurate experience (with at least 2+ years in office experience)
- Competency to manage multiple tasks and meet deadlines, set priorities and achieve results
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment

**ENVIRONMENTAL CONDITIONS:**

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety-five percent (95%) of the time.
- Outdoors with exposure to noise, heat, and cold approximately five percent (5%) of the time.
- Limited county and regional travel.
- Limited weekends and evening hours.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- May move (walk or drive) from one work location to another.

**PHYSICAL DEMANDS:**

- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends, if necessary.

**COMPENSATION:**

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.
- Full-time, exempt staff members working full days on a traditional weekend at a location *outside* of Volusia County will be compensated with an equal amount of time off as a courtesy to occur during the next two pay periods.
- Full-time, exempt staff members working outside normal business hours at a location *inside* of Volusia County will be compensated with time off at the discretion of their supervisor and the Executive Director occurring during the next two pay periods.

**Changes:** *This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.*