

NEW ORLEANS COMPANY

POSITION TITLE: SALES ASSISTANT

DEPARTMENT: TOURISM SALES & MARKETING

ACCOUNTABLE TO: SR. VICE PRESIDENT OF TOURISM & SENIOR
TOURISM SERVICES ACCOUNT EXECUTIVE

STATUS: NON-EXEMPT

Primary Objective of the Position:

Provide administrative support for two tourism sales managers including handling of correspondence, responding to phone calls and emails, setting up appointments, preparation of statistical reports. Plan and coordinate various tourism meetings, seminars, and FAM trips. Must be highly organized and able to multi-task in a fast-paced environment.

Major Areas of Accountability:

1. Administrative support for two managers of tourism including handling of correspondence, responding to phone calls and emails and setting up appointments.
2. When appropriate, send invitations and coordinate buy-in opportunities for NOCVB members at industry shows.
3. Responsible for issuing leads to industry partners.
4. Oversees preparation of event materials as needed.
5. Provide planning assistance to sales managers for special projects, as needed.
6. Assemble information and prepare department reports
7. Oversee fulfillment/delivery of brochure orders for the New Orleans area welcome centers and the state visitors' centers.
8. Maintain personal knowledge of all venues, attractions, and events and be able to discuss with clients and respond to any comments or concerns.
9. Handle phone calls for the two managers when not available, general information calls and "tourism cover" calls.
10. Distribute incoming mail to the two managers.
11. Conduct other projects or duties as assigned by the two managers and/or the Sr. Vice President of Tourism.

Education and/or Experience:

Bachelor's Degree from an accredited four-year college or university and minimum of two years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

Proficient in Microsoft Office and/or similar. Knowledge of spreadsheets and database programs desirable. Knowledge of In Design and Photoshop a plus.

Language Skills:

Must be able to speak, read, write, and facilitate professional communication with excellence. International language skills are an added plus.

Mathematical Skills:

Must possess advanced computational ability with an aptitude for analytics and use of reporting tools.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Must be able to travel by air plane and operate a vehicle.

Work Environment:

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions.

Disclaimer Statement:

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

Responsibility for Work of Others:

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