



**JOB POSTING
FIRST IMPRESSIONS COORDINATOR**

Visit Tampa Bay leads the effort of economic development through tourism. Our Mission is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay. We are currently seeking a polished team member to be our new **First Impressions Coordinator**. This position is responsible for coordinating all aspects of the front desk.

Responsibilities

- Friendly welcome of visitors into the lobby area and inform team of their arrival
- Professionally answer all phone and visitor inquiries
- Keep lobby, boardroom, restrooms and cafe organized and well stocked and manage budget for these expenditures
- Maintain an up-to-date knowledge of the attractions, hotels, restaurants, and events going on in Tampa
- Familiarize yourself with all conference room schedules and ensure the rooms are presentable for visitors
- Fulfill staff office supply orders and building maintenance requests
- Fulfill orders for tourism brochures through various inventory sources
- Respond to all emails that come into "Info@VisitTampaBay.com"
- Receive incoming shipments and US mail and process as necessary
- Perform mailing fulfillment services for the office
- Provide support to Operations team and other departments

Education, Experience & Qualifications

- Bachelor's degree or relevant experience, entry level position, perfect for a recent college grad
- Must have intermediate or above computer skills including Microsoft Office package
- Ability to establish priorities and meet deadlines effectively and efficiently
- Must exhibit an attention to detail and accuracy
- Must exude a friendly, hospitable demeanor at all times

Compensation & Benefits

Competitive salary is commensurate with experience	5% Company matched 401(k) plan with full vesting after three years
Incentive pay for completion of goals	Generous paid time off
Company paid healthcare premiums	10+ Holidays per year
Company funded HSA	Ongoing career training and development
100% Company paid life insurance with optional buy-up	Visit Tampa Bay is an E-Verify Employer
100% Paid short-term and long-term disability	

If you are qualified & interested in this position, please send your resume to: HR@VisitTampaBay.com