



POSITION: Sales Coordinator
DEPARTMENT: Sales
REPORTS TO: Director of Sales
FLSA STATUS: Salaried/ Non-Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Sales Coordinator at the McCormick Place Convention Center. Handles administrative work for the Sales Department. Supports the Director of Sales by performing the following duties:

Essential Duties and Responsibilities

- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by the Director of Sales.
- Organizes and maintains file system and files correspondence and other records.
- Answers and screens Director of Sales telephone calls.
- Aids with the coordination of Director of Sales schedule, appointments and planning.
- Greets scheduled visitors and directs to appropriate area or person.
- Arranges and coordinates travel schedules and reservations as requested.
- Conducts research, compiles reports as requested.
- Coordinates and arranges executive staff and other meetings, prepares agendas, reserves and prepares meeting location, and records and transcribes meeting minutes.
- Saves a variety of documents as directed within event folders and as directed in various areas.
- Orders and maintains supplies and arranges equipment for department.
- Vets initial inquiries - incoming sales opportunities (leads).
- Works with Director to assign and distribute opportunities.
- Works with Director to track opportunities by source, by Sales Manager, date, etc.
- Researches and works with procurement to order event organizer gifts.
- Assists with site visit coordination.
- Assists with scheduling internal and community meetings as requested.
- Assists Contract Manager with outstanding license agreement documentation (outstanding current space summaries, outstanding certificates of insurance, etc.)
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School Diploma or G.E.D required.
- Two years related administrative experience.

- One year within Sales environment.
- Hospitality experience preferred.

Skills and Abilities

- Ability to use all office equipment, computer, calculator, fax machines, copy machines.
- Ability to prioritize tasks and to handle multiple tasks at a time.
- Good oral and written communication, problem solving and organizational skills.
- Excellent customer service and public relations skills.
- Ability to work autonomously and take initiative.

Computer Knowledge

To perform this job successfully, an individual should be proficient in Microsoft Word, Excel, and PowerPoint. Experience with customer relationship and database management database helpful.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

Hours of work and travel requirements

Normal business hours. No travel required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

External Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Sales-Coordinator_R10013587

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Sales-Coordinator_R10013587

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 09-08-22 and until position is filled