

VisitLEX

VisitLEX's mission is to market and promote Lexington's Bluegrass Region for the purpose of attracting visitors and growing the economy. Our goal is to attract highly motivated and talented individuals who promote our values - dedication, experience, honesty, integrity, respect and trust.

If you meet the requirements, are enthusiastic, have initiative, good character, interpersonal skills, a willingness to assume responsibility and would like to be part of our team, apply for consideration of the position below. VisitLEX is an equal opportunity employer. VisitLEX does not discriminate against any person in any matter related to employment based on race, sex, religion, color, national origin, age, disability, veteran's status, citizenship or any other legally protected class.

Sales and Services Coordinator

The primary responsibility of the **Sales and Services Coordinator** is to provide support to the Sales and Services team members; provided services to groups of 125 peak rooms and less; promote Lexington as an outstanding destination for meetings, conventions and leisure visitors.

Essential Functions of the Job

- Assists with preparing the team for sales calls, tradeshow, industry events, site visits and other opportunities to increase sales leads.
- Assists with post-tradeshow data entry and reporting and coordinates with exhibit booth vendor on show schedule, exhibit materials and forms.
- Assists with CRM tasks, reports, document management and database management.
- Assists with the creation of the sales bid books for meeting planners and assists with site visit coordination.
- Assists with coordinating special events, reservations and industry meetings.
- Assists with research projects to identify sales leads.
- Assists in preparing reports for sales meetings and industry related events.
- Assists with monthly convention alert communications.
- Assists the services team with group materials, pre-arrival and post group needs.
- Assists in coordinating hotel service requests and data collection.
- Builds and maintains stakeholder relationships to improve communication and partnerships.
- Collaborates with the Vice President of Sales and Services and marketing team on special projects.
- Owns and executes all service-related tasks for groups of 125 peak rooms and less from turnover to departure with the goal to exceed the planner's expectations.
- Manages timely and effective fulfillment of materials and requests from convention meeting planners and special event contacts.
- Attends pre and post-conference planning meetings.
- Directly communicates pertinent information to hotel and attractions and conducts post-conference meetings for evaluation.
- Manages convention and meetings data.
- Coordinates with outside organizations to maximize promotions and publicity for conventions, meetings and special events in Lexington.
- Provides resources to promote meeting attendance and extended stays for convention attendees.
- Transfers repeat potential to sales for follow-up.
- Welcomes organizations on-site during conferences as deemed appropriate by each group.
- Serves as the lead with room pick up and extranet training for industry partners.

Other Duties and Responsibilities of the Job

- Assists in identifying areas for improvement and making constructive changes.
- Keeps abreast of all changing policies and procedures.
- Performs other duties as assigned.

Skills and Abilities

- Knowledge and understanding of the sales and marketing process in the hospitality industry.
- Knowledge of Lexington attractions, venues, hotels and meeting facilities.
- Strong computer skills, specifically with Excel, Power Point, Microsoft Office and Adobe.
- Strong communication skills (oral and written).
- Strong analytical, organizational and detail oriented skills.
- Exceptional customer service skills and the ability to respond to clients in an efficient and accurate manner.
- Ability to work on a team.
- Credibility, flexibility, and adaptability.
- Ability to strategically plan ahead to meet deadlines and future company needs.

Experience Requirements

- Prior administrative or events experience required.
- Hospitality industry experience preferred.

Educational / Certification Requirements

- Bachelor's Degree from an accredited institution required.
- Possesses valid driver's license, acceptable driving record, and reliable transportation.

Physical Requirements Essential to Perform the Duties of the Job

- Frequently communicates with employees and customers in person, on the telephone, and on the computer.
- Frequently remains in a sitting position at a desk.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well-lit, tempered room.
- Occasionally lifts objects weighing up to twenty (20) pounds when moving supplies.
- May be required to stoop, bend, or kneel.

How to Apply for Consideration

Email your resume, along with a cover letter to jobs@visitlex.com no later than 5:00 PM EST on May 25, 2018. Resumes received after that time will not be accepted.

All questions and inquiries must be submitted electronically to jobs@visitlex.com. Questions, inquiries or resumes received in any other format or addressed to any other source will not be considered.

Resumes are active 90 days from date of receipt and do not constitute an employment relationship. Statements and representations on documents submitted for consideration must be complete and accurate. VisitLEX reserves the right to verify the completeness and accuracy of any and all statements and representations as well as conduct background and job-related checks.

VisitLEX is an at-will employer. As such, employment may terminate at any time by either party.