

SALES COORDINATOR

Reports To: Adriane Hodder, Director of Sales

Positions Reporting to This Position: N/A

Position Purpose: A Sales Coordinator's role with AXS Group entails supporting the sales team in attaining monthly and annual targets through proposal writing, contract development, and effective communication with the new and existing clients, external distributors, representatives and agents. A Sales Coordinator resolves all complex inquiries from the clients and ensures customer satisfaction. A Sales Coordinator is constantly researching new venues, restaurants and event ideas to contribute to the creative process of pitching program concepts to clients.

Essential Duties and Responsibilities:

- Communicate effectively with sales managers and their clients to maintain existing relationships while helping to create and build new client relationships.
- Providing sales and administrative support through various office duties such as answering the phone, making calls to vendors, managing calendars, scheduling site visits, etc.
- Supporting the sales team in attaining sales targets
- Preparing monthly, weekly or daily sales analysis as instructed by the Director of Sales
- Input new sales inquiries into the company's database and update program files in the database as needed.
- Collecting, analyzing, evaluating and accounting program information in order to increase productivity of sales
- Maintaining an efficient work environment while contributing to the overall success of the organization
- Coordinating and responding to all requests of internal meetings
- Assisting in the implementation of sales strategy as prepared by the Sales event manager
- Retain a knowledge of venues, restaurants, tours, etc. to provide accurate assessment of particular needs for a client
- Create proposals and contracts that accurately reflect the services requested. This includes: word processing, creative writing, costing and research

Skills and Specifications:

- Excellent polite and persuasive communication skills
- Passionate, hard worker and well organized professional with power to prioritize and multitask
- Should exert sound judgment, discretion and preserve confidentiality
- Ability to meet deadlines
- Good liaison with all other department members
- Able to work in team and willing to put up to team
- Pays attention to detail
- Flexible to work in non-business hours
- Able to operate in different work conditions such as on-site, off site
- Able to work alone
- Can work well in a fast-paced environment
- Self-Starter who is proactive and motivated

Education and Qualifications:

- Bachelor's degree in Sales, Marketing or Communications
- Beginner level PowerPoint skills and intermediate level Excel and Word skills
- Relevant training in telephone sales

Compensation

Fulltime, based on experience level.

How to Apply: Submit cover letter and resume via e-mail to: Franny Starkey, General Manager, at franny@theaxsgroup.com