



## Job Description

### LAS VEGAS COORDINATOR

**Reports To:** Lauren Harwell, Director Las Vegas

**Positions Reporting to This Position:** N/A

**Position Location:** Las Vegas, NV

**Position Purpose:** The Coordinator for Imprint Events Las Vegas supports the accounts and operations team in attaining monthly and annual targets through proposal writing, contract development and effective communication with new and existing clients, external distributors, representatives and agents. The Coordinator will also assist in ensuring the profitable execution of Imprint programs while exceeding customer expectations throughout the operational phase of programs.

#### Essential Duties & Responsibilities:

- Communicate effectively with Accounts 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 Accounts team in attaining sales targets.
- 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.
- Retain a knowledge of Las Vegas 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.
- Supports operations managers in the execution of Imprint programs.
- Selects and contracts suppliers and independent staff for program operation.
- Schedules and oversees independent staff to maintain their commitment to superior client service.
- Follows through on details of all projects in accordance with deadlines.
- Assists with program costings and accounting.
- Staff events on site as necessary.

#### Skills & Specifications:

- Detail oriented and ability to troubleshoot and solve problems quickly.
- Excellent verbal and written communication skills.
- Ability to prioritize and multi-task are essential.
- Should exert sound judgment, discretion and preserve confidentiality.
- Ability to meet deadlines.
- Good liaison with all other department members.
- Able to work in team environment.
- Flexible to work in non-business hours.
- Able to operate in different work conditions such as onsite, offsite.



- Can work well in a fast-paced environment.
- Self-starter who is proactive and motivated

**Education & 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
- Relevant knowledge of Las Vegas event market including venues and vendors
- Previous event or DMC experience a plus

**How to Apply:** Submit cover letter and resume via e-mail to: Imprint Hiring, at [hire@imprintgroup.com](mailto:hire@imprintgroup.com)