



Opening Date: 10/12/2016  
Closing Date: Open Until Filled

## **Vacancy Announcement #07-17 Sales Contract Administrator**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Sales Contract Administrator position requires a detail-oriented individual to maintain, administer and negotiate all aspects of the convention center license agreement process. This involves expertise in blocking space and maintaining the diary in E-Book, the Cnet2 proprietary software system. It involves negotiating terms of the license agreement with clients and weekly meetings with the Deputy General Counsel for the final preparation of the sales department convention center license agreements. It also requires interface, support and audit of the accounts established by the Sales Managers, VP of Sales, and Event/Convention Management. The incumbent is also responsible for collecting and posting all deposits and rental fees, and working with the financial management division on any account receivables. The incumbent reports to the VP, Sales.

### **EXAMPLES OF WORK ASSIGNED**

- Enters account information into E-Book, the Center's Cnet2 proprietary software system.
- Reviews all booking entries with Sales Managers to ensure that all information is accurately and completely entered into e-Book.
- Produces a variety of reports from e-Book (i.e., revenue, tentative/definite bookings, occupancy and available date reports).
- Reviews and performs quarterly audits of all accounts to ensure appropriate account information is current (i.e., contacts, addresses and telephone/fax numbers).
- Prepares and updates all Events DC Sales Department contracts for signature and ensures that the documentation is complete.
- Demonstrates and applies analytical skills and knowledge of sales contract policies and procedures to ensure the successful completion of the whole contract administration process.
- Assures that proper sign-offs are obtained on sales contracts as required by policy.
- Proficiently administers a variety of standard and semi-complex transactions.
- Provides professional and efficient service to Center clients. Interacts harmoniously with sales, finance, and contracting staff members.
- Works closely with Deputy General Counsel on contract negotiation challenges.
- Ensures the timely collection of deposits and rental fees from Center customers. Follows up on a regular and periodic basis with customers to ensure timely resolution of problems and disputes.
- Audits sales contract accounts and provides monthly status reports.
- Takes direction from supervisor and performs other related duties and tasks as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to effectively utilize the Microsoft Office Suite, including Word, Excel, Access and Power Point.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

### **ADA ESSENTIAL FUNCTIONS**

- Ability to read and write instructions, directions, letters, memos and other written materials.

- Ability to converse orally and utilize standard telephones and two-radios to receive and communicate information to staff and customers.

### **MINIMUM QUALIFICATIONS**

- Minimum of four (4) years of office-related experience, preferably in procurement, contracting and/or paralegal activities; OR
- Bachelor of Arts or Science degree
- Any equivalent combination of experience, training, and/or education.

### **DESIREABLE QUALIFICATIONS**

- Sales, Travel, Hospitality, or Special Events industry experience or knowledge a plus

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**