



Opening Date: 12/27/2016
Closing Date: Open Until Filled

Vacancy Announcement #15-17
Sales & Event Management Assistant (Temporary)
Carnegie Library

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Sales & Event Management Assistant performs duties requiring substantial administrative skills, for the Carnegie Library. The incumbent in this position provides broad administrative support, such as ordering office supplies, file management and assisting with the scheduling/management of client site inspections. The work requires a high degree of energy, ability to multi-task, interest in the meetings industry and attention to detail. The incumbent reports to the VP, Sales and has daily supervision from the Special Events Sales Manager and Senior Event Manager.

EXAMPLES OF WORK ASSIGNED

Supporting the Sales Manager:

- Responding to sales leads (both email and phone).
- Check email and voicemail communication.
- Maintain database lists.
- Assist in Sales Blitz preparation.
- Assists with the scheduling and management of client site inspections.
- Schedule and organize meetings, prepare material for weekly team meetings.
- Assist in managing CNET with Sales Manager.
- Work with Sales Manager to maintain caterer Right of Entry, Alcohol documentation and processes.
- Create and follow-up with contracts and payments.
- Book travel, submit vacation requests and expense reports.
- Prepare, collect and follow-up on catering invoices.
- Assist with the preparation of client entertainment functions.
- Consult and assist Sales Manager with media preparation for Marketing Department and proposals when needed.
- Spreadsheet, budgeting and report preparation.
- Manage day to day projects to assist Sales Manager in generating additional revenue.
- Coordinate with Convention Center Sales Assistant as needed.
- Maintain incoming and outgoing documentation log.
- Oversee Interns on assigned projects.

Supporting the Senior Event Manager:

- Provide administrative services, such as monitoring and ordering supplies, maintaining the files, and managing the general filing system.
- Provides a full range of administrative and operations support for the Carnegie Library at Mount Vernon Square.
- Set up scheduling and management of client site inspections, and planning meetings.
- Serves as back-up support during times while EMs are out of the office (HSW – In house events as needed).
- Maintains calendar and monitors appointments, through daily review, prioritizing and arranging meetings, conferences and appointments.

- Works with preferred caterers in making sure all documentation is submitted for alcohol permits and collecting 10% catering invoice for each caterer.
- Assists with preparation for staff meetings and production meetings.
- Attend CMD staff meetings at 10:00am and production meetings 2x a month.
- Send Event Management welcome packet once event is assigned.
- Manage vendor lists and assist in making sure clients receive lists of preferred vendors when asked.
- Performs other related tasks and duties as assigned.
- Check email and voicemail (direction of the senior event manager).
- Event coordination of small short-term events scheduled within 2 weeks.
- Coordinate with other Events DC departments to ensure successful events and assist with venue management requests.
- Using computer-aided design software (i.e. Social Tables), prepares meeting room diagrams and floor plans (under supervision of SEM).

SKILLS, KNOWLEDGE AND ABILITIES

- Skills required to develop sales/marketing tools.
- Possesses excellent analytical skills.
- Detail-oriented and highly organized.
- Proficiency with Microsoft Office Suite.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to make decisions with minimal supervision and sound judgment unilaterally.
- Ability to perform sales research regarding convention/hospitality-related topics.
- Demonstrated success in organizing and planning events requiring attention to multiple details.
- Ability to work within assigned priorities and Center's rules, regulations, policies and procedures.
- Problem-solves, resolves issues, communicate with tact, and work with grace under pressure.
- Ability to work extended hours under varying work schedules and frequently meet rigid deadlines with little lead time.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.
- Ability to walk 2.3 million square foot building.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Sales, Marketing, Business Administration or a closely related field, or equivalent experience.
- 2-3 years of experience in sales, preferably in convention, exposition, or hotel industry.

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.