



Opening Date: 03/07/2017  
Closing Date: Open Until Filled

## **Vacancy Announcement #22-17 Sales Assistant**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Sales Assistant performs duties requiring substantial administrative and customer service skills. Incumbent must possess advanced computer skills, the ability to exercise good judgment and have effective interpersonal skills. The incumbent in this position provides broad administrative support to the staff of the Sales Department of the Events DC, Conventions and Meetings division. This position is responsible for maintaining bookings of Walter E. Washington Convention Center facility events using an automated scheduling system and assists the Sales Manager, Senior Sales Manager, Director of National Accounts and VP, Sales. The work requires a high degree of accuracy, attention to detail and knowledge of Center operations. The incumbent reports directly to the Director of National Accounts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical.

- Enters booking information into the Center's e-Book scheduling 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 all sales proposals for the two sales manager at WEWCC.
- Supports senior contracts administrator with copying, scanning and executive of license agreements. Gains clear understanding of the license agreement process to ensure a back-up plan in their absence.
- Provides the administration support for all sales special events, site inspections, and tradeshow documents.
- Manages the Vice-President of Sales appointment calendar.
- Completes and processes all department travel and expense reports and distributes according to the deadlines established by the Financial Management Division.
- Compiles materials and agendas for a variety of meetings.
- Maintains filing systems.
- Answers and screens incoming telephone calls and takes messages.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned including building tours with prospective customers.
- Develops familiarity of the operational infrastructure of Events DC and becomes knowledgeable of services provided by all organizational components.

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## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university, and or three (3) to four (4) years of progressively responsible administrative experience.
- Demonstrated proficiency with Microsoft Office Suite.
- 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.
- Experience in a Sales and Marketing environment, Convention Center or Hotel related.
- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

**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 Human Resources' lobby for on-line application purposes**

**Mondays-Fridays, 8:30am to 5:30pm.**

**Washington Convention & Sports Authority**

**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.**