

## **ASM GLOBAL JOB DESCRIPTION PEORIA CIVIC CENTER**

<b>JOB TITLE:</b>	<b>Sales Manager</b>
<b>DEPARTMENT:</b>	<b>Sales</b>
<b>FSLA:</b>	<b>Full-Time, Salary, Exempt</b>
<b>REPORTS TO:</b>	<b>Senior Sales Manager</b>

**POSITION SUMMARY:** The Sales Manager at the Peoria Civic Center manages the local clientele for the facility's convention center, develop a rapport with community businesses and organizations, aggressively cultivate new leads, and contract events to achieve budgeted goals of the Sales department.

### **MAJOR RESPONSIBILITIES:**

- Book banquets, meetings, and other events to maximize utilization of facility space and increase revenues.
- Prepare estimates, proposals and venue rental contracts for new and repeat events.
- Determine clients' needs and match with facility availability understanding its impact to the facility's overall operation.
- Work closely with catering (*Savor...Peoria*), the events, audio visual and operations departments to ensure client needs are met satisfactory.
- Properly maintain electronic booking system, meeting and banquet files, secure insurance, deposits and signed agreements.
- Provide clients with booking/sales information, follow-up in a timely manner, conduct tours of the facility and close the sale.
- Prospect new event opportunities, conduct local sales blitzes and research potential clients.
- Work closely with Director to develop and execute an effective sales and marketing plan for local business.
- Consistently report to the Director of Sales & Marketing information on potential sales leads and existing client relations. Maintain an updated sales tracker on a daily basis.
- Provide excellent customer service to all Peoria Civic Center clients and guests.
- Represent the Peoria Civic Center and ASM GLOBAL in a professional manner. Maintain an active role in the local community, as assigned by Director, to build partnerships and prospect for new event opportunities.
- Maintain highly confidential information and be discreet.
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Communications, Marketing or Business and/or equivalent work experience with emphasis in event sales.
- Minimum two years Sales or Event Planning experience, preferably in the convention, hospitality or related industry.
- Ideal candidate is well poised, self-motivated, confident, organized, prompt, articulate, and has a strong orientation to customer service.
- Must be computer literate, internet savvy, mathematically strong, telephone proficient, and highly organized. Proficiency in Microsoft Word and Excel is necessary.

- Must be detail orientated with advanced business writing skills, accurate spelling, proper grammar, experience with negotiating contracts, and works well under deadlines.
- Ability to stay on task with multiple distractions throughout your day.
- Ability to work irregular hours, that may include occasional evenings or weekends, to accommodate client tours and events.

**WORKING CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Local, regional and possibly national travel is required.

**PHYSICAL AND MENTAL REQUIREMENTS:**

This job will require that you are able to walk fairly long distances, including stairs. Must be able to read, write, use a computer and telephone and interact with a variety of personality types.

This description portrays in general terms the type and a level of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

**TO APPLY:**

Please apply online with copy of your most recent resume, cover letter and salary requirements to:

Internal Link:

[https://recruiting.adp.com/srccar/RTI.home?c=1152751&d=InternalCareerSite&r=5000580163806&\\_fromPublish=true#/](https://recruiting.adp.com/srccar/RTI.home?c=1152751&d=InternalCareerSite&r=5000580163806&_fromPublish=true#/)

External Link:

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000580163806&\\_fromPublish=true#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000580163806&_fromPublish=true#/)

ASM GLOBAL is an Equal Opportunity/Affirmative Action employer,  
And encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to  
apply. VEVRAA Federal Contractor.