

**ALBANY COUNTY CONVENTION & VISITORS BUREAU
JOB DESCRIPTION**

TITLE: CONVENTION SALES ASSISTANT

FUNCTION: Support the convention sales and services staff in their efforts to promote Albany County and its facilities as the destination for conventions, conferences, meetings, reunions and athletic events, report the results of efforts while maintaining member/client/community relationships.

IMPORTANT SKILLS:

- Excellent computer skills: Microsoft Word, Excel, Access, Outlook and the internet.
- Ability to manage multiple tasks and details, good organizational skills.
- Knowledge of office systems, i.e. phones, copier, postage machine.
- Creativity, resourcefulness and enthusiasm.
- Good verbal/written communication skills, including telephone.
- Ability to work with a variety of clients, colleagues, staff.
- Knowledge of Albany.

RESPONSIBILITIES:

- Maintain active communications and working knowledge of clients, members, Albany County and other Bureau partners, through distribution of materials, attendance at meetings and participating in networking events.
- Database management of membership, client and report information.
- Internal tracking, reporting and distribution of business information: weekly trace reports, leads, bookings and lost business notices, after action reports.
- External tracking, reporting and distribution of business information: board reports, confidential convention reports, room pick-ups, NYSACVB and MINT reports, member and/or client correspondence as necessary.
- Produce, manage and distribute 2 bi-annual convention calendars. Tasks include researching and compiling future meeting information in Albany.
- Plan and organize monthly Director of Sales meeting.
- Create digital marketing pieces for the sales and services department.
- Sports Foundation administration involvement.
- Office organization: phone coverage, filing, supply inventory, and computer merge/purge.
- Represent ACCVB at Bureau and community functions when required, i.e. Chamber of Commerce functions, trade shows, Fan Fests, and FAM tours.
- Keep current with industry trends by reading and understanding trade publications and other information circulated through the office.
- Assist in all aspects of the sales/services department as necessary and all other tasks as assigned.

REPORTS TO: Gina Mintzer, CMP, Director of Sales
Albany County Convention and Visitors Bureau, Inc. (ACCVB)
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SALARY RANGE: Low 20's, Complete benefits package.