

SALEM CONFERENCE CENTER

Sales Assistant

We are looking to hire a Sales Administrative Assistant for a full time position in our office. Listed below are some requirements and also some of the duties this position will fulfill.

Please review these requirements and apply in person at 200 Commercial Street SE, Salem, OR 97301

EDUCATION, EXPERIENCE, TRAINING OR SKILLS REQUIRED:

High School Diploma or Equivalent Required.

One year office administration experience

Business communication skills: read, write, and speak English and Spanish fluently.

Attention to detail; follow-through on all assignments independently.

Ability to communicate effectively with the public and other employees.

Time management skills.

Professionally deal with difficult situations/people.

PRIMARY JOB DUTIES:

- 1) Generate correspondence, contracts and reports both through and independent of the Delphi System. Keep accurate sales files.
- 2) Manage the multi-line switch board and telephone communications with clients.
- 3) Manage the flow of walk-in traffic to the Conference Center Office.

ESSENTIAL FUNCTIONS/TASKS:

1. Ensure prompt and courteous service so all guest experiences are distinctively supreme.
2. Prepare proposals, letters, thank-you notes, and follow-up for appropriate signature.
3. Prepare signage for following days events.
4. Attend all mandatory meetings.
5. Maintain confidentiality in all communication.
6. Relay accurate telephone messages and sales inquiry forms
7. Create Market Vision reports as requested.
8. Process all outgoing mail.
9. Maintain and order inventory of all office supplies.
10. Perform computer Back up procedures on a daily basis.
11. Ability to deal with multi tasking in a busy work environment
12. Effectively manage time, including utilizing Outlook.
13. Follow all safety procedures and report all unsafe conditions immediately.
14. Follow all appropriate policies and procedures while constantly striving to improve all standard operations.
15. Maintain log of all pre-conference deliveries/packages and Lost & Found items.
16. Basic IT and webpage updates.

PHYSICAL/MOTION REQUIREMENTS:

Lift 25 pounds

Constant sitting behind desk in a backed chair doing paperwork and computer work.

Frequent twisting when communicating with several people at one time.

We invest in our employees with monthly meetings, cross-training, and promoting from within. We offer excellent wages, incentives, benefits and 401K.

Visit our website to download a career application.

<http://salemconferencecenter.org/pdf/Application.pdf>

A completed application is required in order for you to be considered for this position.

You are welcome to include a resume in addition.