



JOB TITLE: Administrative Assistant – Sales Department

SALARY RANGE: \$18.00/hour - \$27.00/hour

OPENING DATE: November 19, 2021

CLOSING DATE: December 10, 2021

WORK HOURS: 8:30 AM – 5:30 PM Primarily (Minimum forty (40) hours per week with flexible arrangements, some telework for the next 12 months)

JOB SUMMARY:

Under general supervision, is responsible for performing a variety of professional and/or technical duties in a staff capacity supporting the activities and services of an assigned sales manager. Provide administrative support to the sales team.

ESSENTIAL JOB FUNCTIONS:

- Assists in providing a variety of duties involved in supporting the administrative operations of the sales department.
- Ensures compliance with current department rules and regulations.
- Works with meeting planners and hotels to maintain multiple hotel room blocks for events.
- Produces convention housing reports.
- Composes, types, and proofreads reports, letters, memos, statistical and confidential information.
- Assists with monitoring and reviewing expenditures; provides information to appropriate department staff for budget preparation.
- Maintains calendars, schedules activities, meetings and various events.
- Monitors/Reviews purchase requisitions and requests for payments.
- Researches and compiles data for special projects and reports.
- May organize and maintain filing systems; maintains records related to specific area of assignment.
- May respond to and resolve difficult and sensitive customer service inquiries and complaints.
- May prepare public relations data, brochures and handouts.
- Ability to establish and maintain cooperative working relationships.
- Performs related duties and fulfills responsibilities as required

JOB REQUIREMENTS:

- Two (2) years of college from an accredited college or university with major coursework in Business or Public Administration or related field.
- One (1) year of general office or administrative experience.

PREFERRED QUALIFICATIONS:

- Intermediate proficiency in Microsoft Office/Power Point Presentations and Adobe Acrobat.

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

KNOWLEDGE SKILLS AND ABILITIES:

- Courteous, professional, service-oriented.
- Knowledge of convention and tourism industry.
- Able to respond to changing priorities.
- Knowledge of research methods. Ability to learn research and data collection methods and techniques.
- Knowledge of modern office practices, procedures, equipment and, depending on the individual job requirements, clerical techniques.
- Ability to learn City and departmental policies, procedures, and administrative systems.
- Strong organizational skills and ability to communicate clearly and effectively, both verbally and in writing. Knowledge of English usage, spelling and punctuation.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions. Working conditions are primarily inside an office environment.

To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to jobs@visitsanantonio.com.

Job post: <http://partners.visitsanantonio.com/english/jobs>