



Bilingual (English and French) Sales Coordinator

The Fredericton Convention Centre is seeking a bilingual Sales Coordinator to assume a full-time position. This position is responsible for direct support to both the sales and events departments. The candidate will be a dynamic and friendly individual who will represent FCC as the first face clients and guests see upon arrival. The perfect candidate will have strong multi-tasking skills, show initiative, be self-assured and enthusiastic. The coordinator will be responsible for:

Responsibilities:

- Welcome and greet all guests via telephone and in person
- Respond to and assign client inquiries
- Prepare proposals, contracts, service orders, floorplans and invoices
- Routine sales efforts including research, site inspections and tours
- Assist and organize internal events and small spectrum bookings
- Assist sales and event teams in various tasks as assigned, including administrative duties
- Manage client relationships through proactive tactics
- Periodically be available for varied hours (including early and late shifts, weekends and holidays)
- Ability to assist with room set ups or changes if required
- Regular communication with General Manager, Director of Sales and Event Managers
- Maintain customer relationship management software
- Champion Meetings Matter awareness
- Engage with local business community through industry related education and networking events

Qualifications:

The successful bilingual candidate will possess a diploma or degree in hospitality (or related discipline), have excellent communication skills, strong organizational skills, self-motivated, and a willingness to work with a team player attitude.

Please email cover letter and resume on or before Noon, Monday December 11, 2017 to Cathy Pugh, General Manager, cathy.pugh@frederictonconventions.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls please.