

Sales Associate

Reports to: Assistant Director of Sales

Department: Sales

Job Status: Full Time, Non Exempt

Closing Date: February 10, 2012

Job Summary

Act as representative of the Aquarium to Corporate and Education markets, thereby increasing targeted revenue and strengthening relationships. This position is one of the primary contacts for group sales, advanced tickets, and educational programs. Making outbound sales calls, meeting off-site with clients and giving on-site tours are the main components of this position.

Essential Duties & Responsibilities

- Meet off-site with client appointments in the Corporate and Education markets at least 1-2 days weekly
- Travel and staff the SCA booth at local and out of town Sales Trade Shows or Industry Conferences at least once per month average, sometimes overnight
- Initiate new sales leads by making sales drops to schools, daycares, churches or other client organizations at least 1-2 days weekly
- Support new and current clients through relationship building, sales calls and site tours.
- Making outbound phone calls from a client list on a weekly basis
- Maintain client databases for assigned segment groups.
- Participate in after hour Aquarium events as needed
- Achieve sales goals in assigned sales areas as it pertains to the yearly budget
- Tracking current sales trends monthly
- Participates in off-site networking events related to assigned markets as needed
- Answer incoming calls as assigned
- Provide support to the Assistant Director of Sales as directed
- Other duties as assigned

Other Duties & Responsibilities

- Moderate degree of travel required, including occasional overnight trips. Reliable transportation required.
- Any other related duties as requested by the Assistant Director of Sales and Director of Institutional Advancement

Knowledge, Skills and Abilities Required

- Proficient in Microsoft Office Products.
- Proficient in database management.
- Must have excellent sales and organizational skills.
- Prefer knowledge of the hospitality industry.
- Exemplary organizational, written and verbal communication skills.
- Must be a team player and self-motivated.

Education/ Experience Requirements

- Bachelor's degree in business and/or related field.
- Prefer experience in direct sales within the hospitality industry.
- Public relations experience.

License or Certification Required

- Valid Drivers License

Supervision of Others

- No current direct reports

PHYSICAL REQUIREMENTS: Often requires walking, standing, bending, stooping, crouching, carrying up to 50 lb, sitting, kneeling, driving, computer and phone tasks

WORKING CONDITIONS: Normal office environment, contact with public and vendors, required to carry cell phone, occasional travel, weekends and late nights

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.