

LEISURE TRAVEL SALES COORDINATOR

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is the sales and marketing organization responsible for selling and promoting St. Louis as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center, the Ferrara Theatre, and the St. Louis Executive Conference Center.

Explore St. Louis is seeking a highly detailed and motivated individual with knowledge of the hospitality industry to join our team as a Leisure Travel Sales Coordinator. The primary focus of this role is to provide administrative support to the Director of Leisure Travel Sales, manage inquiries from family reunions + miscellaneous leisure travel groups, and attract visitors through proactive telemarketing and outreach efforts. The Leisure Travel Sales Coordinator will also act as a liaison with local attractions, hotels, member companies and travel partners.

Some of the essential duties of this position will include: generating leads, responding to client inquiries, performing follow-up from tradeshow sales leads, creating initial contact with tour operators + travel agents to qualify business potential, updating account records and maintaining data in the CRM system, managing the welcome packet program, coordinating logistics for tradeshow by organizing support materials and set-up needs, and managing programs + promotional efforts.

Our ideal candidate will be a team player who possesses strong administrative skills with a demonstrated ability to communicate effectively and simultaneously manage multiple tasks. Associates Degree or two to four years' related experience or equivalent is required. Knowledge and experience with CRM systems (i.e. Simpleview) is beneficial. Exceptional customer service and organization skills along with proficiency in MS Office applications (Outlook, Word & Excel) is critical. Knowledge of the St. Louis hospitality industry and area attractions is vital. Ability to meet deadlines and maintain schedules is essential.

Apply on our URL at <https://explorestlouis.com/job-opportunities-internships/> or email a resume and cover letter to jobs@explorestlouis.com . Please include your cover letter and resume when applying online. NO PHONE CALLS! EOE.

Explore St. Louis has a mandated COVID-19 vaccination policy for all employees. Pre-employment testing includes drug screening and a criminal background check. Applicants must be United States citizens or legal residents of the United States.

Diversity, Equity & Inclusion Statement: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.