

# 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 talented and highly motivated Sales Coordinator to join our team. This position provides administrative support to our sales staff and assigned clients. Duties will include preparing sales leads and bid proposals, typing correspondence, generating reports, creating client presentations, and coordinating tradeshow functions; along with a demonstrated ability to assist the Sales team with any additional tasks as needed. This position also maintains and updates key information in the CRM database.

Our ideal candidate will possess a high level of administrative skills and attention to detail, plus a working knowledge of MS Office software (Outlook, and Word/Excel). Associates degree or one to three years' related experience is required. Knowledge of the St. Louis hospitality industry and experience with CRM systems (i.e. Simpleview) is preferred. Strong multi-tasking and organizational skills plus the ability to establish active communication and engage with team members + clients is critical. Effective problem-solving and customer service skills with a commitment to excellence are essential.

Apply on our URL at <https://explorestlouis.com/job-opportunities-internships/> or email a resume and cover letter to [jobs@explorestlouis.com](mailto: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.***