



## Job Description

### Sales Associate

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<b>Job Title:</b>	Sales Associate
<b>Direct Report:</b>	Director of Sales
<b>Type:</b>	Full Time, Hourly
<b>Commission:</b>	Non-Eligible
<b>Bonus:</b>	Quarterly Gross Profit Bonus Quarterly Customer Service Bonus
<b>Location:</b>	San Antonio
<b>Hours:</b>	Monday-Friday 9:00 am to 5:00 pm

The Sales Associate position includes but is not limited to the primary responsibilities as outlined below. Though subject to change throughout the year, key areas of responsibilities include:

#### KEY SKILLS & ATTRIBUTES

- Ability to effectively manage deadlines from multiple sources
- Efficiently work under pressure in a dynamic deadline-driven environment
- Exceptional organization with ability to multi-task on on-going basis
- Problem-solving skills
- Strong computer skills (Microsoft Word, Publisher, Excel, Power Point)
- Strong planning, interpersonal and organizational skills
- Ability to balance multiple priorities and projects efficiently and effectively

#### GROWTH PATH

- Sales Associate ---> Sales Manager ---> Senior Sales Manager

#### POSITION ROLES & RESPONSIBILITIES

##### **Sales Associate Responsibility:**

- Support Sales team with site inspection process in conjunction with Creative teams – agendas, gifts, vendor/venue bookings, transportation, site visit agenda's/itineraries/booklets, and internal billing.
- Hotel/Client Gifting & Outing Coordination with Sales Managers.
- Salesforce database management.
- Manage vendor bookings/holds during the sales process when necessary.
- Proactive schedule planning to best support sales team.
- Responsible for supporting Sales and/or Creative team with program proposal and budget development/revisions during impacted times within the departments.
- Out of office point person for various sales managers during site visits, FAMs and pre-cons.

# Access

- Other tasks as assigned by the Director of Sales including but not limited to advancing functions/sites, assisting with sales manager FAMS and various administrative tasks.
- Other tasks as assigned by the Executive / Leadership team as the position evolves.

## **Physical Demands**

This position is required to the enclosed physical requirements of the position.

**Regularly:** Stand, walk, handle, and operate office equipment, reach outward and above shoulder and carry, pull, push or lift up to 25 lbs. The employee must be able to see close up and at a distance with vision acuity and the ability to adjust focus allowing a broad field of vision. The employee must communicate clearly and effectively, must understand and be understood.

**Occasionally:** Climb, crawl, squat, kneel and lift up to 40 lbs.

**Rarely:** Carry, pull, push or lift 50 lbs. or more with or without assistance.

This list is not all inclusive and represents examples of the work environment and physical demands.

**EMPLOYEE**

**COMPANY**

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Employee Signature      *date*

Access      *date*