

WorkBC Employment Services Job Posting Form

Job Title	Booking Coordinator
Expires	12/10/2018
Area of Relevancy (check all that apply)	Sea to Sky
Company / Employer	Cheakamus Centre
City of the Job (e.g., Surrey, Various Locations, Lower Mainland).	Squamish
Job Type	Full Time
Availability Requirements	Monday to Friday
Level / Salary Range	\$38,000
Years of Experience	1-2 years
Date Job Posted	11/8/2018
Application Deadline	12/10/2018
Contact Name	Stephanie Champagne
Contact Phone Number	604-898-5422 ext. 222
Contact Email	stephanie@cheakamuscentre.ca
How to Apply	Please email a copy of your resume & cover letter to Stefanie Champagne (Sales Manager) at stefanie@cheakamuscentre.ca

WorkBC Employment Services Job Posting Form

<p>Job Description</p>	<ul style="list-style-type: none"> •Responding to all inquiries for educational & group sales. •Generating leads and soliciting new accounts. •Maintaining up-to-date customer accounts and booking details. •Developing and maintaining relationships with key clients in order to grow group & education business. •Assisting the Sales Manager and Director of Education in the creation of the annual school calendar, and calendar optimization. •Ensuring group number goals are met to achieve revenue growth objectives and yearly budget •Working with the Sales Manager to identify and coordinate external sales activities such as school visits, education and career fairs, teacher workshops, tradeshow, community event presentations, information booths, open houses and campus tours. •Coordinating trade show materials, maintaining office supplies and equipment. •Providing input into sales collateral development and sales strategies, as needed. •Participating in internal meetings and minutes as required. •Assisting the Sales Manager with weekly, quarterly and annual reporting as needed. •Other program and operations related duties as required.
<p>Accessibility</p>	<p>Vehicle Required</p>
<p>Desired Qualifications and Experience</p>	<ul style="list-style-type: none"> - 1-2 years sales history, preferably in educational markets, experiential sales or tourism/hospitality. - Experience with Microsoft office & outlook required. - Experience with Delphi (derivative of Sale force CRM) an asset.
<p>Job Posted By</p>	<p>Avia Employment</p>