BOISE CONVENTION & VISITORS BUREAU
A DIVISION OF THE BOISE METRO CHAMBER OF COMMERCE
JOB DESCRIPTION

Job Title: Sales & Visitor Services Assistant
Reports to: Director of Sales
Job Classification: Part-Time, non-exempt
Date Last Revised: April 5, 2019

Summary
The Sales & Visitor Services Assistant will be responsible to provide administrative assistance/ staff support to the Director of Sales (DOS), Sales Manager(s) and the Executive Director of the Boise Convention & Visitors Bureau.

Minimum Requirements
A minimum of two years of professional work experience. This position requires ability to effectively perform in a fast-paced, results-oriented work environment assuming personal ownership and accountability for projects, goals and outcomes. Must have excellent interpersonal communication skills. Also requires initiative and ability to manage multiple projects simultaneously. This position requires a valid driver's license and ability to travel independently within the Boise metro area. Ability to work varying hours as evening, early morning and weekend time will occasionally be required.

Essential Job Functions
To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Respond to incoming visitor information and visitor walk-in requests
- Work through monthly services trace report and record information in CRM
- Request pickup reports from area hotels and/or venues at the conclusion of any meeting, convention or sports event. Provide Boise Centre team of pickup numbers within 1 week of group departure for any meeting/convention that used the Boise Centre
- Ensure all partner/vendor information is correct in CRM for RFP distribution and client conference service needs
- Update CRM with vendor/partner receipts for economic impact/dollars spent within the community when hosting meeting planners and media and with convention/meeting economic impact information
- Provide assistance for entering RFPs into CRM for DOS and Sales Managers as needed
- Cleanse CRM account and contact data regularly (merge duplicate accounts/contacts)
- Provide assistance for special events (fam trips, site visits, etc.) as needed (may include site visit coordination/scheduling and itineraries.)
- Submit meeting information into EmpowerMint Database
- Maintain/order office supplies, brochure inventory as needed

- Arrange for tradeshow/marketplace registrations, booth coordination, shipments and travel as assigned
- Complete research projects as assigned
- Assist DOS and Sales Manager(s) with prospecting targeted lists of meeting and event planners on monthly basis
- Provide, process, monitor a housing bureau each year for Business Professionals of America
- Occasionally covers the receptionist's desk to answer telephones and provide reliable information on Boise. Occasionally covers receptionist's desk for vacations.
- Maintain boise.org web site events calendar for the Boise metro area.
- Assist Executive Director with meeting preparation and reporting for the Boise CVB Board of Directors
- Provide staff support as needed to Executive Director, Director of Sales, Sales Manager(s)

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

_____ _____
Employee Date

_____ _____
Supervisor Date

_____ _____
Executive Director Date

_____ _____
President & CEO Date