



## **JOB DESCRIPTION**

Sr. Administrative Assistant – Sales

### **COMPANY OVERVIEW**

Tourism Calgary is the official destination marketing and development organization for Calgary's tourism industry. For more than 50 years, the organization's primary purpose has been to promote Calgary and area as the destination of choice for leisure travelers. With a vision of making Calgary the ultimate host city, Tourism Calgary markets the city locally, nationally and internationally and advocates for its ongoing development as a destination. The organization hosts and attracts visitors and events and activates the city by fostering the growth of shareable, memorable experiences. Calgary's tourism industry contributes approximately \$1.6 billion in visitor spending by over 7.7 million visitors annually. For more information about Tourism Calgary, please visit [www.visitcalgary.com](http://www.visitcalgary.com).

### **THE POSITION**

Reporting to the Sr. Vice President of Sales, the Sr. Administrative Assistant, Sales will have the primary responsibility of overall administration for the team. The primary team focus is generating qualified leads and converting them to definite business. The qualified candidate will work with the sales leadership team to ensure efficient administration of the group so maximum time can be spent on securing business for the city.

### **KEY RESPONSIBILITIES:**

- Budget development, forecasting and expense tracking
- Administration for two board committees including meeting coordination, correspondence and minutes
- Administration support for the sales leadership team
- Planning, booking and organizing department off site meetings
- Supporting all elements of event and customer hosting – agendas, venues, itineraries
- Research, booking and agenda development support for sales trips and conferences
- Meeting agenda and minute taking / action item follow up
- Tracking of sport and meeting agreements with external parties
- Coordination of event invites
- Support for presentation development
- Support for the development of itineraries, travel, and hosting for familiarization trips and site visits.

### **QUALIFICATIONS**

- 10+ Years of Administration experience;
- Strong financial acumen with experience in managing department budgets and reporting;
- Ability to manage multiple projects and a large workload;
- Excellent communication and writing skills;
- Able to meet deadlines, and careful attention to detail;
- Superior organizational and time management skills;
- Strong computer skills;
- Knowledge of the tourism and hospitality industry would be an asset;

#### **APPLICATION PROCESS**

Reply in confidence with a cover letter and resume by **September 11, 2019** to:

Roxanne Wideen  
Director, Human Resources  
Tourism Calgary  
roxanne@tourismcalgary.com

Please note: only those selected for an interview will be contacted. Please provide three references.