

EVENT SALES COORDINATOR



JOB OVERVIEW:

AREA15 is looking for a dynamic, enthusiastic versatile individual to join our team as the Event Sales Coordinator. The Event Sales Coordinator is responsible for providing administrative support to the Sales team. They must be able to communicate clearly with others on behalf of the company while maintaining professionalism at all times; This individual will ensure all activities performed within the related departments are in accordance with the company's business objectives, budget guidelines, mission statement and core service standards.

RESPONSIBILITIES AND DUTIES:

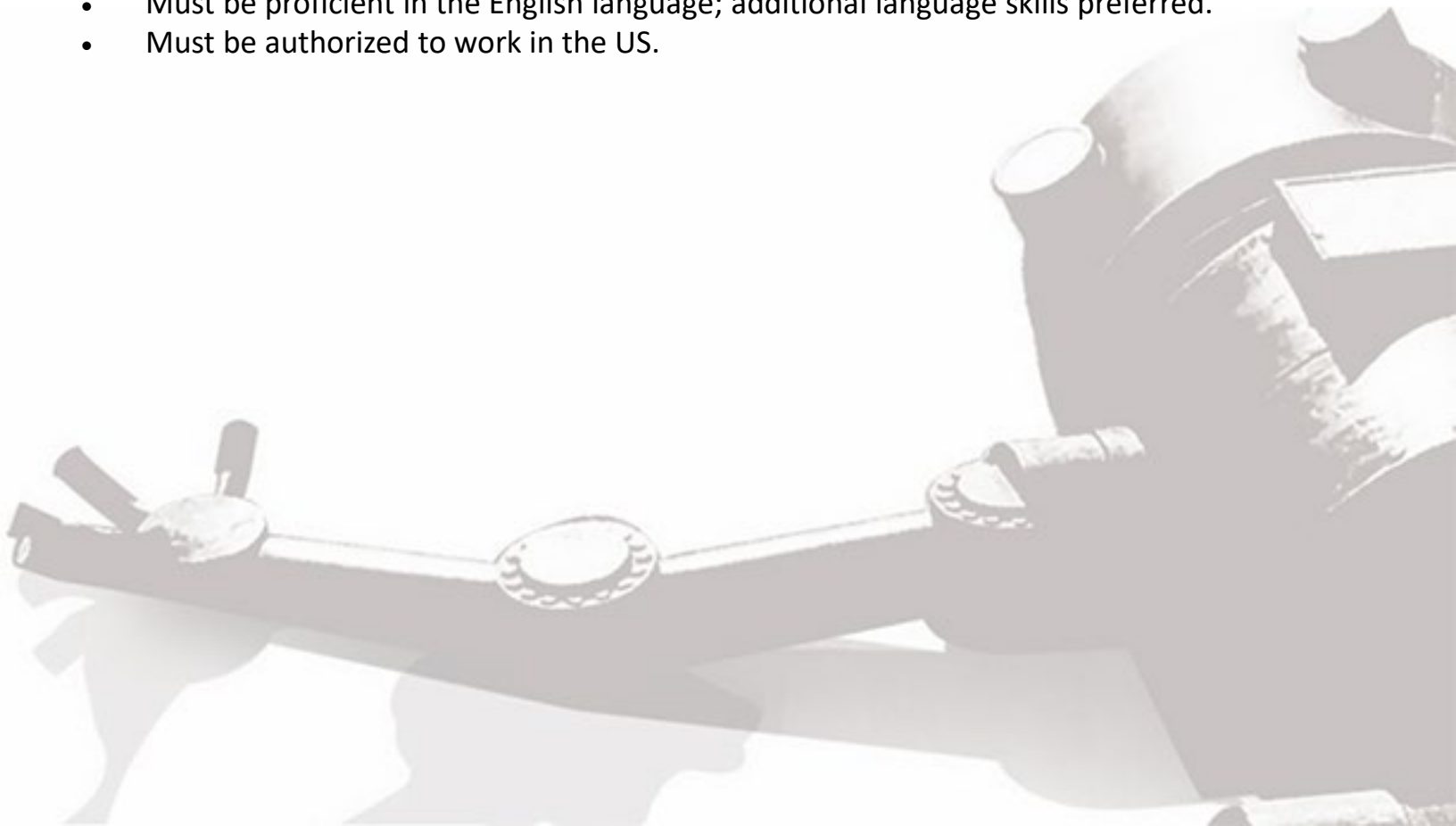
- Provide administrative support and assistance to the Director of Sales, Sales Manager(s) and Event Services teams
- Route inquiries to the appropriate team members
- Distribution of all internal and external correspondence
- Maintain departmental files in TripleSeat
- Assist all department team members with Information Systems support
- Utilize internal systems daily (TripleSeat, Social Tables, Outlook, Teams, Billy (COI))
- Potentially assist with processing of payments in a timely manner
- Track status of payments made for all events with Sales Managers
- Follow up on all accounts receivable and accounts payable with Accounting & Finance
- Run reports as requested for Director of Sales
- Close out events in TripleSeat after reviewing expenses and invoices are accounted for
- Maintain supply of assembled sales kits and collateral materials in tandem with marketing team
- Update sales kit inserts and menus as needed in tandem with marketing team
- Special projects as assigned by Director of Sales
- Distribution of final contracted BEO's to distro list
- Organize sharing of BEOs for weekly meeting
- All other work-related duties assigned

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QUALIFICATIONS & SKILLS

- Must have comprehensive knowledge of food and beverage preparations, service standards, guest relations and etiquette
- Knowledge of all appropriate table settings and etiquette
- Basic Mathematical skills
- High School diploma or equivalent. Bachelor's degree with an emphasis on sales, hospitality, food/beverage, business administration or related field preferred.
- Team player, willing to do anything to get the job done.
- Strong written and verbal communication skills.
- Self-motivated with excellent organization skills and attention to detail.
- Must be able to work in a very fast-paced environment, multi-task and prioritize, and collaborate closely with multiple business units.
- Ability to work a flexible schedule, including extended hours, weekends and holidays.
- Must be able to lift 25 lbs.
- Work in an environment that is subject to varying levels of noise, crowds, flashing lights.
- Perform additional work-related duties as assigned.
- Must be able to be available for time sensitive matters.
- Must be able to stand, walk, bend and lift for extended periods of time.
- Must be proficient in the English language; additional language skills preferred.
- Must be authorized to work in the US.



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

To apply for this position, [CLICK HERE](#).

