

Sales Associate

Position Description

The Sales Associate is responsible for: Mining for prospects, successful client contacts through personal sales and cold calls, handling inquiries from potential clients, all sales reporting and assisting in billing.

Candidate Profile

At least 2 years experience in person-to-person cold calling

Associates Degree preferred

Hotel sales experience preferred

Results Driven and Goal Orientated

Ability to work independently

Must be able to work in a face-paced, team-orientated environment

Essential Job Responsibilities

- ✓ Mining for prospective Conference Center clients
- ✓ Initiate successful client contacts through personal sales and cold calls which include at least 60% of working hours spent making outside sales and cold calls
- ✓ Handling inquiries from potential clients
- ✓ Work to meet/exceed all weekly contact goals
- ✓ Meet/exceed monthly and annual conference center revenue goals
- ✓ Schedule facility space and services for optimum use and revenue generation
- ✓ Responsible for keeping all sales related reports as well as billing reports current and up-to-date
- ✓ Data entry for events using Event Management Software (EMS) in a timely and correct manner as well as generating contracts and contract follow up
- ✓ Speaking to audiences to promote the RLA
- ✓ Operate exhibits at targeted regional events such as trade show and chamber functions
- ✓ Participate in internal staff meetings
- ✓ Work successfully in a team environment
- ✓ Effectively and efficiently utilize a variety of software systems including Microsoft Office Suite, EMS software, e-mail, and spreadsheets at a minimum

Compensation

Pay will be a salary of \$32,000 per year. Work week is 37.5 hours. Benefits entail paid holidays and leave time

The Regional Learning Alliance (RLA) is located in Cranberry Township, PA. The RLA is the region's premier learning center, capitalizing on the resources of an alliance of educational institutions, as well as the region's foremost Conference and Training Center.

Please submit a résumé, cover letter, and three professional references (all three items must be received to be considered for the position) to:

Sales Associate Search Committee
Regional Learning Alliance
850 Cranberry Woods Drive
Cranberry Township, PA 16066

OR – kari.zavolta@theRLA.org