

**Aquarium of the Pacific
320 Golden Shore, Suite 150
Long Beach, CA 90802**

Group Sales Coordinator

full time, benefits eligible

The Group Sales Coordinator will be responsible for the operations and logistics of existing and new programs to major companies and group business.

THE Group sales coordinator's RESPONSIBILITIES INCLUDE:

- Working closely with Sales Representative and Sales Manager to service new and established military, tour and travel and corporate accounts, including processing ticket orders, distributing tickets, renewing contracts and mailing promotional materials
- Maintaining and updating the Group Sales budget
- Generating codes for all Group Sales programs
- Processing expense reports for the sales team
- Completing weekly, monthly and yearly reports on ticket revenue and admissions
- Processing all payments for consignment and prepaid accounts
- Updating marketing schedule timeline regularly
- Submitting art requests and obtaining quotes for printing and mailing projects
- Assisting internal Sales Representative with major group and human resources mailings
- Emailing daily recap to sales team of all projects completed and in progress
- Reconciling accounts along with sending quarterly invoices and updating spreadsheets
- Qualifying e-ticket accounts as they sign up for ticket program
- Answering and responding to incoming calls and e-mails to the Group Sales department, including requests for tickets, coupons and information on discount programs
- Supporting outside Sales Representative with administrative needs
- Attending internal and external meetings as assigned
- Other duties as assigned

Qualifications

- Working knowledge of Office Suite including Outlook, Excel, Word
- Ability to work with pivot tables a plus
- Ability to work in a self-initiating business environment
- Bachelor's degree or equivalent experience in sales, marketing or business
- An interest in environmental causes and marine life a plus

Knowledge and Skills

- Strong understanding of prospect and development of accounts
- Knowledge of budgets and reconciliation
- Excellent organizational skills
- Excellent written and verbal communications skills
- Familiarity with the Southern California market, particularly corporate human resources and/or group sales

Interested & Qualified?

If you meet the requirements of this position, please click on the link below to "APPLY NOW." You will be directed to our web application process, the successful completion of which is required for all applicants. There are THREE simple steps to this process, which is administered by Wonderlic, Inc.:

1. You will complete a brief web application;
2. You will attach or build your resume;
3. You will complete the online assessment(s).

Upon completion of all THREE steps, your submission will be forwarded to our hiring team for consideration. Thank you so much for your interest in the Aquarium of the Pacific!

The Aquarium of the Pacific is an Equal Opportunity Employer.

APPLY NOW

<https://testing.wonderliconline.com/WebPages/Links.aspx?lid=1da1c1cc-8d6b-4e80-9c19-f4b56d48f187>