

CHEAKAMUS CENTRE

nature is in session

SALES & ADMINISTRATIVE COORDINATOR

OVERVIEW:

Cheakamus Centre's mission is to provide exceptional environmental and Indigenous cultural learning experiences on its forested 165-ha campus located in Brackendale. Cheakamus Centre's sales and events team hosts events year-round, with facility rental proceeds directly supporting conservation activities and educational programs for children and youth.

The Sales & Administrative Coordinator (SAC) contributes to the overall success of Cheakamus Centre by planning and executing sales and administrative activities designed to drive facility rental business to meet and exceed revenue goals. The SAC provides excellent customer service, and establishes and maintains positive relationships with wedding, corporate, family, camp and catering clients. The SAC actively participates in sales meetings and performs a variety of administrative duties to support the Centre's programs and operations. This position requires strong organizational skills, attention to details, and the ability to manage priorities and deadlines. The role is well suited for a sales-focused, tech-savvy individual able to work independently as well as with a dynamic team.

REPORTING RELATIONSHIP: Reports to Sales and Events Manager

HOURLY AND OFFICE LOCATION:

Job assignment will require working varied hours including some day and evening shifts, weekends, and holidays. Generally, the office hours will be 8:30am- 4:30pm, based out of Cheakamus Centre in Brackendale, BC. Office hours and location may be flexible, as determined with Sales and Events Manager.

COMPENSATION

\$46,000 annually

MSP coverage and extended health provided for full time employees.

Staff discounts available at Listel Hotels and Listel owned restaurants.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Responding to all inquiries for facility rentals, including but not limited to email and phone inquiries, industry events and online Request for Proposals; moving opportunities in a timely manner through the sales process from inquiry to contract
- Establishing and maintaining relationships with existing clients to ensure repeat bookings
- Working with the Sales and Events Manager to identify and coordinate both internal and external sales opportunities
- Maintaining up-to-date customer accounts and booking details using CRM software and ensuring data accuracy and reliability
- Monitoring, tracking and reporting on available spaces in the booking calendar
- Assisting Sales and Events Manager in setting goals to achieve revenue growth objectives to meet or exceed annual sales budget
- Providing input into sales collateral development and sales strategies, attending internal meetings, and taking minutes as required.
- Assisting with marketing efforts including maintaining Cheakamus Centre's website and social media channels
- Assisting the Sales and Events Manager with creating and maintaining CRM generated reports, and compiling data to inform 12-week planning sessions and monthly, quarterly and annually reporting

- Performing a variety of office administrative duties to support program and operations departments, including but not limited to: coordinating trade show materials, maintaining office supplies and equipment, and greeting guests
- Other sales and administrative related duties as assigned by Sales and Events Manager

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent computer skills including advanced knowledge of MS Office Suite
- Familiar with Customer Relationship Management (CRM) software
- Excellent communication and service skills
- Demonstrated ability to work in fast paced environment
- Demonstrated multi-tasking and leadership abilities
- Commitment to Cheakamus Centre's mission, vision, values, and goals
(www.cheakamuscentre.ca/about-us/overview)

APPLICATION DEADLINE: Until filled

APPLICATION PROCESS:

If you are interested in applying for this position, please send resume with cover letter to Jason Fullerton, Facilities and Operations Manager jason@cheakamuscentre.ca
Please include "Sales & Administrative Coordinator" in the email subject line.

We would like to thank the Skwxwú7mesh Nation, upon whose unceded traditional territory Cheakamus Centre resides. We value the opportunity to welcome others to learn, gather and share in nature on this traditional territory. The land Cheakamus Centre is situated on has always been a place of learning for the Ch'iyákmesh people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.