



Global DMC Partners is looking to hire a full-time Sales Coordinator based in Boston, MA to support two sales executives.

The Sales Coordinator is responsible for providing sales and administrative assistance to the sales executives and is the liaison between them, the DMC members, and the customer. In addition, the sales coordinator supports other company initiatives and projects as needed. The salary range is between \$40,000 - \$45,000 depending on experience and skill sets.

Responsibilities include (but are not limited to):

Sales Support:

- Update and maintain accuracy of sales executives information in the company wide client database
- Send leads to DMC Membership through the database
- Schedule follow up reminders and deadlines for sales executives
- Track and follow up with DMC Members to ensure they are meeting appropriate deadlines and responding on time to customers
- Follow up and respond on behalf of sales executives when they are out of the office
- Help customers with outstanding programs

Event Support:

- Onsite support for annual customer meeting
- Creating, follow up and tracking sales generated from events and tradeshow
- Support sales executives in scheduling, confirming and assisting with sales calls and sales trips

Additional Support:

- Create and edit marketing presentations
- Provide companywide reporting as needed

Qualifications:

- Driven, self-starter who feels comfortable working autonomously
- Strong attention to details with an eye for execution
- Passion for marketing, events, and people
- Holds a Bachelor's degree from an accredited college or university
- Minimum of 2 years of work experience in an office setting
- Excellent interpersonal, oral and written communication skills
- Proficient with Microsoft Word, Excel and Powerpoint
- Experience working web based platforms
- Knowledge of Salesforce is a plus.

About Global DMC Partners:

Global DMC Partners is the largest global network of independent Destination Management Companies (DMCs) and sales advisors offering meeting professionals one worldwide solution for total event success. The network has exclusive partnerships with more than 65 DMCs that represent over 500 destinations around the globe. Thanks to a team with decades of experience and a passion for the industry, Global DMC Partners provides an unparalleled level of creativity and commitment to clients, promising to deliver one-of-a-kind programs and a singular standard of excellence. For more information, please visit us online at www.globaldmcpartners.com.