

SUCCESSFUL SALES COORDINATOR

Intertask Conferences is a nationally recognized Meeting and Event-planning firm headquartered in Ottawa with a strategic partnership with JPdL of Montréal, creating the largest event management organization in Canada. Fully integrated operations provide clients with services coast to coast from offices in Québec City, Montréal, Tremblant, Ottawa, Toronto and Niagara Falls.

Intertask develops and promotes unique individuals to expand our Company and themselves. This is an exciting opportunity for a sales professional who is interested in working among the best in our industry.

Position Description & Responsibilities

Reporting to the Director of Sales, this highly motivated individual will be a key contributor to the continued success of Intertask Conferences, which primarily services government, Canadian and international associations.

With motivation and diligence, he/she will help implement sales initiatives and be a key contributor in writing winning proposals and contracts.

In this new position, the Sales Coordinator is integral to overall sales results requiring a high-energy professional with a proven ability to multi-task and work well, in a support role, with others.

As a strategic thinker you are capable of contributing ideas for our Company to complement the destination marketing of Ottawa Tourism, attracting conference business of the size and scope suitable for the new Ottawa Convention Centre, scheduled to reopen April 2011.

Experience and Qualifications:

- At least 5 successful years in increasingly responsible conference and convention sales positions, preferably in Ottawa;
- Demonstrated ability to write winning proposals for government and association clients;
- Experienced with marketing and sales systems;
- Established network of contacts in Ottawa meetings industry and beyond;
- Knowledge of federal government contracting rules, procedures, and opportunities;
- Ability to contribute to existing client relationships and develop additional business;
- Familiarity with industry associations: Ottawa Tourism, MPI, CSAE, PCMA;
- Possess strong organizational skills with a good sense of priorities;
- A strong team player, capable of working with multiple individuals and personality types;
- Demonstrates self-control and good judgment in pressure situations;

- Self-starter, can work independently;
- Possesses a dynamic, mature and positive “can-do” attitude;
- Strong computer and keyboarding skills with a sound knowledge of MS Office;

Preferred Requirements:

- Previous success in a hospitality service sales environment;
- Diploma or certificate in meetings management or equivalent;
- Bilingual in English and French;
- Excellent communication skills – both oral and written;
- Must possess excellent time management and organizational skills;
- Must be able to multi-task in a fast-paced environment;
- Must be detail oriented and discreet;

Tasks and Responsibilities:

- First point of contact for Intertask Conferences inquiries by phone and e-mail;
- Performs research and gathers intelligence, conducts cold calls;
- Maintains/Monitors Sales Action Plan (customized database): data entry, sales reports, liaises with our other offices;
- Monitors timelines and sends reminders, oversees follow-up system;
- Maintains files, schedules appointments and travel arrangements;
- Monitors on-line RFP sites, implements distribution and tracking;
- Maintains corporate résumés and event profiles;
- Develops and categorizes “generic modules” drawn from past proposals to be inserted in new proposals;
- Supports review and analysis of RFP’s
- Creation of Canadian Association database – in conjunction with an outside agency
- Work with the Director of Sales in the creation and implementation of various sales and marketing strategies;
- Facilitates proper account management, pre-and post-sales;
- Facilitates communication with key clients;
- Corporate representation at networking events;

General Information:

- Reports to Director of Sales, Intertask Conferences
- Salary commensurate with experience
- Generous benefits package: medical, dental, short & long-term disability, life, profit sharing
- Position starts June 2010, please submit a covering letter and résumé to careers@intertaskconferences.com