

Alerus Center, the most entertaining place to work in Grand Forks is seeking a detail-oriented, customer focused PART-TIME (20-25 hours per week) **Sales Associate**.

The **Sales Associate** is responsible for performing related sales functions for all conventions, meetings and social events. The Sales Associate is responsible for contacting the promoter for a particular event and finding out what their specific needs are from the Alerus Center.

Essential functions include, but not limited to:

1. Attends weekly event planning meetings with Operations staff and Food & Beverage staff.
2. Provides accurate event billing information for proper invoicing of client.
3. Issues contract paperwork.
4. Distributes evaluation and thank you inquiries, including facility packet inserts to clients.
5. Provides appropriate communications to customers/clients/guests regarding events.
6. Conducts site tours/visits with potential clients.
7. Collects and compiles competition comparisons regarding services, catering, etc.

Qualifications:

- **Knowledge:** Demonstrated advanced knowledge of marketing principles and practices including public and media relations, promotional and sales development; knowledge of organizational principles and project management.
- **Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Exceptional oral and written communication skills with the ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to engage in public speaking.
- **Abilities:** Coordinate, organize and execute various projects; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and projects; Participate in Alerus Center goals, objectives and procedures; Prioritize, organize and perform work independently and under pressure; Effectively plan, coordinate, organize, schedule and prioritize division activities, functions and assignments; Implement community relations and public relations projects and programs; Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

One to Three years previous relevant marketing and sales experience in a similar environment preferred. Work experience in a related job may be considered as a substitute for educational requirements.

Please contact Human Resources at Alerus Center for additional information or to apply.