

**Alerus Center** – an exciting place to work – is seeking a **Full-Time Sales Associate**. As a Sales Associate, you will be responsible for performing related sales functions for all conventions, meetings and social events.

As a **Sales Associate**, your *essential responsibilities and duties may include, but are not limited to the following*.

- Attends weekly event planning meetings with Operations staff and Food & Beverage staff.
- Provides accurate event billing information for proper invoicing of client.
- Issues contract paperwork.
- Distributes evaluation and thank you inquiries, including facility packet inserts to clients.
- Contacts the promoter for a particular event to find out what their specific needs are from the Alerus Center.
- Provides appropriate communications to customers/clients/guests regarding events.
- Conducts site tours/visits with potential clients.
- Collects and compiles competition comparisons regarding services, catering, etc.

**To be successful in this position, an individual must be able to:**

- 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.
- 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.
- 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.

### **Education/Experience:**

Degree in Business Administration, Marketing, Communications or related field. One to three years previous relevant marketing and sales experience in similar environment preferred. Work experience in a related job may be considered as a substitute for educational requirements. Advanced knowledge of marketing principles and practices including public and media relations, promotional and sales development; knowledge of organizational principles and project management.

### **How to Apply:**

Apply online at [www.aleruscenter.com/careers](http://www.aleruscenter.com/careers) or in person at Alerus Center – 1200 42<sup>nd</sup> Street S, Grand Forks, ND 58201. Position open until filled.