

Company Name

Job Title:	Sales & Event Coordinator	Position Type:	Part Time
Level/Salary Range:	\$13 ph + commission	Classification:	Non-exempt
Training:	Will train	Reports To:	Tina Marie Wilken

Job Description

Summary/Objective

We are looking for a motivated and passionate Sales & Event Coordinator to join our growing business. This role involves working with clients, identifying customers' needs and tailoring the correct solutions, ensuring events run smoothly and exceeds all expectations, all while driving toward Nosh Tucson's financial goals.

Our heritage is built on restaurant and hospitality experience and fueled by our passion for exceptional food and service. We believe food brings people together and our food and service speak to that.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Duties

- Managing all inquiries on various platforms relating to weddings, business, and private events.
- Required to liaise with customers over the phone, email, and face to face.
- Developing and strengthen relationships with current clients to take repeat bookings.
- Networking and outreach to develop strategic partnerships and new clients.
- Coordinating necessary staffing levels with the owner for events to ensure quality service.
- Work in collaboration with the marketing team to promote events, packages, and
- Admin duties: preparing contracts, maintaining and updating CMS and CRM, and more

Other Responsibilities

In addition to the above list, you may be asked to monitor upcoming local events, guerilla marketing, develop a strong knowledge of the local market.

Work Environment

Part virtual, part in-person.

Position Type/Expected Hours of Work

10-20 hours per week (*potential to grow full time*)

Preferred Experience and Qualifications

1. At least one year experience in sales and/or event planning
2. Excellent written and verbal communication skills
3. A good researcher, negotiator, and client focused approach
4. Ability to work under pressure and deliver measurable sales targets
5. Excellent time management and organizational skills in order to prioritize various job demands

6. Flexible to work occasional Saturdays.

Other Compensation

There is a phone and mileage stipend

Employee:		Date:	
Approved By:		Date:	