

The Coordinator of Group Sales will process orders through the Paciolan ticketing system for all group sales ticketing options for all home ticketed sporting events. This position is responsible for annual and monthly new revenue goals as well as renew assigned accounts throughout the off-season. This position is designated as weather/event essential.

Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

Qualifications:

Minimum Qualifications:

- Bachelor's Degree from an accredited institution of higher education
- Experience in Microsoft Word, Excel, PowerPoint, and Outlook

Preferred Qualifications:

- Customer service or sales experience
- Demonstrated ability to record 60-80 calls per day
- Experience handling multiple assignments and responsibilities in a fast-paced environment
- Experience in a college athletics department and/or professional sports organization as a staff member or student-athlete

Knowledge, Skills, and Abilities:

- Knowledge of NCAA Compliance rules and regulations
- Competitive and highly motivated skills
- Strong organizational and time management skills
- Excellent oral and written communication skills
- Customer Service and problem-solving skills
- Ability to work flexible hours including nights, weekends, and holidays
- Ability to maintain confidential and sensitive information
- Ability to navigate multiple sporting venues for client in-seat visits and facility tours
- Ability to multitask various call campaigns while maintaining call volume standards

Required Documents to Apply:

Cover Letter/Letter of Application, List of three Professional References (name, email, business title), Resume