

VISIT MISSISSIPPI GULF COAST

Job Title:	Destination Services Coordinator
Reports To:	Destination Services Manager
Summary:	Works with Destination Services Manager programs to enhance the groups' experience. Work with Sales Department to provide support for all sales efforts. Assigned annual servicing goals by Director of Sales.
Duties & Responsibilities:	<p>Establishes contact with groups who are coming to the Mississippi Gulf Coast offering complimentary group services.</p> <p>Assists sales and services staff with registration booth set-up, pre and post mailers, etc. for all tradeshow/exhibits, and cooperative ventures and events</p> <p>Assists the sales and services staff in all arrangements to be completed for sales blitzes, direct mail, and all other marketing campaigns</p> <p>Inputs hotel responses for tentative business into the database and creates bid books</p> <p>Assembles bags for tour groups coming through the gulf coast</p> <p>Assists Destination Services Manager in servicing groups coming to the Mississippi Gulf Coast</p> <p>Generates/prints sales correspondence, as requested by sales managers</p> <p>Maintains physical and computer files for all correspondence and projects.</p> <p>Gathers appropriate statistics and data to fulfill information requests</p> <p>Works with the Marketing Department and sales staff to keep group sales information updated in database, website and publications - some knowledge of websites is required.</p> <p>Creates various reports, utilizing database(s)</p> <p>Preparation of materials, such as pre-typing name tags for events.</p> <p>Assists with Coast Champions Program.</p> <p>Performs other related duties as required</p>
Requirements:	<p>College degree or equivalent experience.</p> <p>Excellent customer service and interpersonal communication skills.</p> <p>Flexible and able to adjust to changing conditions and Circumstances.</p> <p>Willing and able to work extensive weekends and evenings and be accessible to clients while off-duty.</p>