



## **Title: SALES & PROPOSAL COORDINATOR**

**Reports to:** Sales Managers & General Manager

**Summary of Role:** We believe that driving positive business results goes hand in hand with the design and delivery of thoughtful, inspirational and flawlessly planned programs of events for corporate client groups looking to truly experience Western Canada. The Sales & Proposal Coordinator is responsible for supporting efforts related to the sales planning and presentation of incentive group programs within our destinations. The focus of this role is on producing high quality, detailed work that is meaningful for our clients.

### **Measurements of Success:**

- Positive feedback reports from internal colleagues.
- Creative and accurate descriptive proposals.

### **Responsibilities:**

- Under the direction of the Sales Managers and Planning Manager: designs, writes and assembles sales proposals for clients. This will include such tasks as descriptive writing; PowerPoint slide management; photo sourcing; document editing; document design and formatting; and rewriting of supplier partner proposals.
- Under the direction of a Sales Manager: assisting with planning and coordinating arrangements for client site and familiarization tour visits.
- Provides marketing support including the design and production of creative support materials; the loading of presentation materials onto tablets or other media devices; wrapping and distribution of gifts.
- Maintaining and continuing to develop destination expertise.
- Maintain inventory of sales tools such as gift items; digital photo library; proposal template documents.
- Providing program budget development support as needed. This includes obtaining supplier prices; working within Excel budget templates; understanding costing and profitability activities.
- Stock management of office supplies.
- Performing always in keeping with Rare Indigo's core values.

### **Required Skills and Attributes:**

- Minimum of 1 year of experience in destination management, tourism, event management or marketing.
- Possess descriptive writing acumen and strong aptitude for attention to editing.
- Technology literacy with well-developed experience in PowerPoint, Microsoft Office Suite and working with digital images.
- Assert and maintain an expectation of quality sales proposal output.
- Professional communication skills and confidence in working directly with strong personalities.

- Ability to multi task and to work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines.
- Confident and able to quickly address issues/concerns in a pro-active manner; problem-solver.
- Positive, “make it happen” attitude.
- Ability to work independently and to be self-motivated.
- Knowledge of and passion for the destinations of British Columbia and The Rockies.
- Agreeable to working evenings, weekends and erratic schedules as business needs require.
- Results oriented. Please respond by email to [lisa@rareindigo.com](mailto:lisa@rareindigo.com) by November 30th. No Phone calls please, Only candidates that are shortlisted will be contacted.