

SALES & CREATIVE SERVICES COORDINATOR

Position is with the Creative Services team located in Nashville, TN and reports to the CSI Nashville Director of Sales & General Manager.

The Sales & Creative Services Coordinator is a highly-motivated college graduate preferred with exceptional organization skills and who thrives on working as part of a team to convert leads to sales through the development of creative proposals, presentations and site itineraries while performing administrative functions as the position may require day-to-day.

CORE RESPONSIBILITIES:

- Provide strategic and tactical oversight to plan, develop and implement client initiatives that bring the desired experience to life.
- Provide proposal in response to client inquiry emails, calls and web leads.
- Work in tandem with Account Executives and Sales Managers to create winning proposals
- Maintain vendor relationships to help facilitate create proposal for leads
- Contract and File Organization
- Initiate and design event proposals based on client specifications and needs.
- Conduct market research and explore new opportunities for the regional market including venues, talent, experiences, etc. Maintain database of vendors and venues for market.
- Work with presentation teams and key stakeholders to develop materials, e.g. site logistics, phasing plans, leave behinds, boards, etc.
- Partner with various departments throughout the company to assist with specific projects and ensure they are meeting brand standards.
- Maintain brand consistency and compliance within company – logos, colors, fonts, taglines, etc.
- Be the most knowledgeable resource in the company as it relates to the specific regional market.
- Maintain and update company database.
- Ensure accuracy of invoices from vendors and authorize payments accordingly; provide accurate final P&L information to key parties.
- Promote Company through active participation in industry and local organizations.
- Develops site itineraries and ensure flow for the Sales Team.
- Manages client and hotel gift inventories
- Develop and maintain an up to date tariff for the market.
- Participates in internal training opportunities
- Other tasks as assigned by the Executive team as the position evolves

REQUIREMENTS:

- Bachelor's Degree in Marketing, Business Administration or Hospitality preferred
- 1-2 years' experience in hospitality or related field
- Proven experience in creative writing and/or event management
- Certified Meeting Professional (CMP) preferred
- Proficient in Microsoft Office. Publisher and Adobe Creative Suite preferred
- Exceptional communication skills
- Ability to build relationships and influence clients, vendors, and service providers at all levels
- Critical thinking and problem solving skills
- Ability to think strategically as well as execute and implement creative ideas
- Ability to multi-task, be proactive and establish priorities
- Ability and desire to learn new programs, software and trends
- Efficiently work under pressure in a dynamic deadline-driven environment
- Eye for visualization and layout to facilitate appealing and effective events

Please Note: This job description is intended as a general summary of the position; however, the individual will be expected to perform any functions or responsibilities that may be assigned from time to time. The functions and responsibilities of the position may change over time, in special circumstances, or on an individual basis. This job description is not intended to limit or otherwise affect the work to be performed or assigned. Please email resume and cover letter to csi.hr@csi-dmc.com.