



Position - Sales Coordinator

Facility Name - BMO Harris Bank Center, Rockford IceHogs

Location - ASM Rockford

POSITION: Sales Coordinator
DEPARTMENT: Ticket Sales
REPORTS TO: Director of Sales & Assistant Sales Manager
FLSA STATUS: Hourly/Non-Exempt

Summary

ASM, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Sales Coordinator position at the BMO Harris Bank Center for the Rockford IceHogs. The Sales Coordinator is responsible for selling and maintaining new season ticket sales, group sales, suite sales, and party function areas.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Execute outbound sales calls daily to targeted lists and respond to heavy inbound call volume
- Build effective and prosperous relationships with current customer base to ensure repeat business and referral of other sales prospects
- Provide superior customer service to clients, existing ticket holders and prospects; respond to emails and voice messages timely
- Meet or exceed the organizations individual, season and group sales goals
- Maintain complete and accurate customer records
- Assist with customer service efforts (mailing invoices, sending e-tickets, sales collateral, etc.)
- Perform general office duties as required
- Generate sales leads to facilitate the maximum number of sales and revenue

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 18 years of age or older
- Must be able to pass a criminal background check
- Must be available nights, weekends and holidays
- Required to work all hockey games from October through April

Education and/or Experience

- Previous customer service and sales experience
- High School Diploma/Equivalent required

Skills and Abilities

- Energetic and friendly, detail-oriented and able to work in a fast paced environment
- Excellent communication skills, both written and verbal; ability to present ideas clearly and concisely
- Ability to work extended hours, nights, weekends, and holidays as required
- Work within a team environment to achieve common goals
- Ability to assist with offsite ticket sales/promotions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at-

External-

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000540656406#/>

Internal-

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000540656406#/>

Recruiter - Lakin Eckhardt
300 Elm St.
Rockford, IL 61101

Applicants that need reasonable accommodations to complete the application process may contact
815-489-8237.

ASM is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.