

Paoli Peaks is seeking a qualified Group Sales Coordinator to take our group program to the next level! Work in a dynamic environment at one of Southern Indiana's premier attractions. Actively work to solicit new business during the pre-season months and lead our Group Office during the season to ensure that our group business is handled professionally and expediently. Must be able to communicate effectively with guests and assist in making reservations for their groups. Work one-on-one with group leaders, selling snow passes and rental equipment, for their group members and answering any questions they may have.

JOB DESCRIPTION

Full time seasonal from September – March. Reports to Director of Marketing and Administration. Some travel expected, primarily in the pre-season months.

DUTIES AND RESPONSIBILITIES:

Actively seek new group business that supports the goals of the marketing and sales plan. Respond to group inquiries that come to the resort via the website, phone, email, referrals, and word of mouth.

Distribute information and solicit new business.

Work with group leaders to plan and coordinate all aspects of a group visit to Paoli Peaks.

Greet group leaders with pre-printed lift tickets, rental vouchers, etc.

- Processing deposits, maintaining accurate records of all transactions
- Responsible for reconciling group invoices and collecting all payments.

Perform related duties as apparent or assigned.

QUALIFICATIONS AND SKILLS

Group sales experience preferred.

Must be able to work in a team environment.

Must have strong written and verbal communication skills, and be comfortable presenting in front of large and small groups.

Must have good organizational skills and the ability to prioritize and follow-up.

Demonstrated knowledge and ability in the use of computerized applications including, but not limited to, Microsoft Office Suite, P.O.S. systems, internet and email communications. Demonstrated ability to learn other selected computerized management applications.

Ability to work well under pressure in a fast paced environment, as well as be able to multi-task and stay focused.

Ability to be resourceful and proactive in dealing with issues that may arise.

Must be able to work a flexible schedule including days, nights, weekends and holidays.

Cash handling experience is required.

Valid driver's license required.

The ability to work independently with minimal supervision.

Independent travel is required.

Additional Job Notes:

- Position is Full Time Seasonal, running from early October through mid-March.
- Work weeks run around 40 hours per week through October and November and can range from 50-70 hours a week through the end of the seasonal period.
- Benefits include discounted food during operating hours, personal season pass and rentals for skiing/snowboarding, discounted season passes and rentals for family members, and snow tubing tubing benefits.
- This position does not include any health insurance benefits.

Please email any questions or comments to dfarmer@paolipeaks.com. Thank you!
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