

**POSITION ANNOUNCEMENT**

POSITION: Temporary Sales Coordinator

SALARY: \$15-\$18 per hour

DATE OPEN: March 21, 2018

DATE CLOSED: When filled

POSITION DESCRIPTION

This is a seasonal, part time position beginning in April and concluding in mid-July. It is approximately 16 to 25 hours per week increasing to 35-40 hours per week during our annual Fair (June 15 – July 8). This position supports our Traskside Terrace Restaurant in our grandstands, amazing infield parties, and corporate ticket sale program for the annual Alameda County Fair. A qualified candidate is an experienced and confident sales person who is organized and deadline conscious. The ability to handle multiple projects effectively is essential for success. The ideal candidate has sales experience and excellent customer service skills.

RESPONSIBILITIES:

- Support the planning, implementation and operation of trackside dining and festival events during the Fair
- Sell and manage corporate event space for the annual Fair
- Sell and book events within the parameters of the event calendar
- Assist in marketing of dining events for our annual fair
- Pursue marketing-campaign generated sales leads
- Perform inbound and outbound sales calls to book Traskside Terrace and Infield parties
- Promote corporate ticket sale opportunities
- Track and report sales leads and bookings
- Competently upsell and interact with clients

QUALIFICATIONS:

- Sales background
- Motivated, professional, and well-spoken
- Excellent written communication skills
- Proficient in the Microsoft Office Suite
- Money handling experience
- Ability to handle multiple projects with varying deadlines
- Team player
- Proven attention to detail
- Demonstrated ability to work well in a fast paced environment

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.

**To apply send resume to Riley Ringor, Alameda County Fair Association,
4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to
jobs@alamedacountyfair.com**