

## SportsMark Management Group, Ltd.

### Property Sales Coordinator

#### Overview:

SportsMark is looking for an enthusiastic individual to join our team as Sales Coordinator within the Property Sales department. The position is based in our company's global headquarters in San Rafael, California, and will be accountable for coordinating the in-flow of sales prospects and leads, processing sales orders, and managing customer correspondence. The Property Sales Coordinator will also be responsible for supporting and selling various hospitality ticket products and ancillary event services in conjunction with SportsMark's exclusive US sales rights for the Official Hospitality Program of the 2014 FIFA World Cup Brazil and the America's Cup Club.

#### Responsibilities:

- Field calls and answer questions from potential customers interested in purchasing ticket packages to various sporting events.
- Maintain a positive attitude and offer impeccable customer service to both existing and new customers.
- Coordinate, populate and track sales proposals, agreements, and weekly administrative reports based on sales activity.
- Maintain and update our internal sales database regularly to reflect new leads and customer activity.
- Respond to all inquires and informational requests and organize internal referrals for senior sales team follow-up.
- Act as the hub of communication and workflow between SportsMark and our various subagents, sales partners, and suppliers, including key client contacts at global rights holder organizations.
- Development of sales prospect lists and tracking of all sales leads, inbound and outbound.
- Promote the packages, services, and benefits of the hospitality products and ancillary services to potential commercial customers.

#### Required Skills, Experience and Qualifications:

- Bachelor degree complemented by relevant and proven sales experience.
- Excellent written and oral communication skills.
- Strong sales, organization, analytic and time-management skills; must be able to multitask and prioritize based on sales potential.
- Positive attitude, self-motivator, goal oriented with the ability to foster strong relationships.
- A positive, "can-do" attitude and customer service approach that will enable you to deal with challenging situations with integrity, empathy and sincerity.
- Experience and familiarity with Microsoft Office suite of programs.

#### Other Preferred Qualifications:

- Prior sales experience within the sports industry, either at an agency, team or league office.
- Experience working with a CRM program or similar contact database.
- Understanding and knowledge of global soccer.
- Additional language skills considered an asset.

To learn more about SportsMark, please visit [www.sportsmark.com](http://www.sportsmark.com)

Interested candidates should submit a cover letter and resume to [RESUMES@SPORTSMARK.COM](mailto:RESUMES@SPORTSMARK.COM)

