

MSP Sales Associate



INCUMBENT:
REPORTS TO: MSP Sales Coordinator
LOCATION: Bowling Green, KY
STATUS: Part Time, Hourly
DATE: Open until filled

DESCRIPTION

The MSP Sales Associate will work alongside the Marketing and Sales team at the NCM Motorsports Park to promote and sell experiential products to groups and individual guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Sales Coordinator with strategies, procedures, and processes that increase revenue.
- Work cross-functionally with track operations, accounting, events, and marketing teams.
- Assist with the set up and execution of events.
- Follow up with members, clients and staff members as needed to support business growth.
- Manage day-to-day office needs including generating contracts, invoicing, managing payments, and expense tracking.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree preferred in a related area of study such as: business, marketing, communications, sales, sports management, etc. or experience in related field.

QUALIFICATIONS

- Excellent interpersonal, verbal, and written communication skills with the ability to communicate effectively and timely.
- Ability to work both independently and with a team.
- Understanding of CRM lead management systems and data capturing systems preferred.
- Ability to work flexible hours including evenings, weekends, and some holidays.
- Proficient with Excel, Microsoft, Word, and Google Documents.
- Ability to complete multiple tasks and a high volume of work with deadlines.
- Ability to follow through on assigned tasks with limited supervision.
- Excellent time management and organizational skills.
- Willingness to travel as needed.
- Valid state driver's license.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time.
- Ability to lift and carry up to 50 lbs.
- Ability to operate computer and other equipment in the office.
- Ability to work in an environment with exposure to loud environmental noise.
- Must have sufficient mobility to move around the Motorsports Park and the community.