



208 E. Bayfront Parkway • Suite 103 • Erie, PA 16507-2405  
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[www.VisitErie.com](http://www.VisitErie.com)

### **Administrative Coordinator**

**VisitErie**, Erie County's official Destination Market Organization (DMO), is responsible for marketing Erie's tourism industry and promoting its economic growth. This full-time position will assist the general public with tourism-related information and will support the VisitErie team as needed in accordance with its marketing and strategic plans. This position is best suited for someone who has an engaging personality and a pleasant attitude in order to provide top level assistance, answer questions, offer suggestions, and accommodate guests in a friendly and welcoming manner.

#### **Job Title**

Administrative Coordinator (Full time)

#### **Duties**

- Operate VisitErie's reception desk
- Answer phone calls and direct calls to appropriate parties
- Send and receive e-mails from VisitErie's general email ([info@visiterie.com](mailto:info@visiterie.com))
- Greet and accommodate all visitors
- Process all incoming and outgoing mail
- Utilize VisitErie's data entry system
- Oversee inventory control and brochure fulfillment (partner brochures, Erie visitor guides, giveaways)
- Support and assist all departments as needed, such as:
  - Assemble brochures, maps, and attendee welcome bags for conventions
  - Collect, input, and manage convention information in iDSS CRM, such as convention services, room pick-up, and promotional merchandise inventory
  - Research, compile and coordinate major events calendar, post to various websites

#### **Requirements**

- Candidate must be proficient in Microsoft Suite (Word, Excel and Outlook)
- Must be able to work Monday through Friday 8:30 a.m. to 5 p.m.
- Must demonstrate ability to work on multiple projects at once and meet assigned deadlines
- Strong verbal communication skills
- Ability to lift up to 50 pounds
- Ability to use personal vehicle for travel; possess a valid PA driver's license and minimum insurance requirements

#### **Benefits**

- Salaried position
- Individual health benefits (medical, dental and vision), employer covers single coverage cost.
- 401K plan (optional), employer match available
- Paid vacation and sick time

Resume and salary requirements can be sent to [janicef@visiterie.com](mailto:janicef@visiterie.com) no later than September 12, 2022.