



JOB DESCRIPTION

<u>Position Title:</u>	M&E Business Development Coordinator
<u>Senior Leadership Team Leader:</u>	VP Global Meetings, Events & Leisure Sales
<u>Team Leader:</u>	Sales Manager, Meetings & Events
<u>Team Membership:</u>	Meetings & Events
<u>Location:</u>	Exton, PA or Remote/Hybrid
<u>Job Status:</u>	Non-Exempt
<u>Supervisory Responsibilities:</u>	None
<u>Job Summary:</u>	<p>The M&E Business Development Coordinator's primary objective is to support the outside sales department through the sales process. The M&E Business Development Coordinator is expected to act as a team member and assist sales with projects and duties to meet customer deadlines with speed and accuracy.</p>
<u>Essential Functions:</u>	<p>The duties and responsibilities of a M&E Business Development Coordinator include but are not limited to the following:</p> <ol style="list-style-type: none">1) Assist in RFP process accompanied by collaboration with M&E Sales Manager.2) Maintain and update sales pipeline as needed.3) Collaborate on all internal aspects of the sales process, with the M&E Sales Managers and various departments, to increase sales.4) Prepare compelling documents in Microsoft Office, including Outlook, Word, Excel, and PowerPoint to advance the sale.5) Assist M&E Sales Manager with creative correspondence to prospective business.6) Respond to requests from potential M&E clients for information and deliver online presentations as required.

	<ol style="list-style-type: none"> 7) Utilize CRM for data mining, tracking progress and documenting prospect updates. 8) Assist in setup/implementation process accompanied by collaboration with M&E Sales Manager and Account Manager. 9) Responsible for reporting – i.e. Commission (SIP) and Sales. 10) Performs other duties as assigned.
<u>Competency and Position Requirements</u>	<p>In addition to the Essential Duties and Responsibilities, a M&E Business Development Coordinator is accountable for:</p> <ol style="list-style-type: none"> 1) Participating fully as a team member to assist as needed in completing all functions relating to the sales process. 2) Maintaining a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness. 3) Ability to meet and maintain performance standards defined for a M&E Business Development Coordinator.
<u>Education and Experience Requirements</u>	<p>Bachelor's degree in Business Administration/Management, Hospitality Management, or related discipline preferred. Work experience should include 1+ years' experience in a sales or sales support role. While not required, experience in M&E or corporate travel management is preferred.</p> <p>Proficiency in MS Office, particularly Outlook and Excel, is required. Experience with Customer Relations Management (CRM) system is preferred.</p> <p>SmartSheet, Concur for Meetings, Deem, Cvent and/or other Meeting Registration Technology experience preferred.</p>
<u>Knowledge and Skill Requirements:</u>	<ol style="list-style-type: none"> 1) Ability to exercise good judgment. 2) Strong written and oral communication skills are required. 3) Ability to work as a contributing member of the M&E Business Development team.



	<p>4) Ability to recognize opportunities to advance a sale and act upon it effectively.</p> <p>5) Persistence and tenacity to pursue the desired end result.</p> <p>6) Demonstrated acumen of basic business mathematics.</p> <p>7) Proficiency in Microsoft Office.</p> <p>8) To succeed in this position, M&E Business Development Coordinators must be well-organized, accurate, detail-oriented, professional and courteous.</p>
<u>Physical Factors/Environment:</u>	<p>Home office; M&E Business Development Coordinator is responsible for ensuring that home office is quiet and meets any ergonomic needs.</p> <p>Position involves minimal travel; must be able to drive long distances to attend in-person meetings with M&E clients; driving may be at night.</p> <p>Must be able to sit for long periods of time.</p> <p>Must be able to work before and after traditional business hours, as may be necessary (particularly in instances when World Travel, Inc. is executing business continuity activity).</p>
<u>Working Conditions; Schedule:</u>	<p>Full time, Monday-Friday, 40+ hours per week.</p> <p>Anticipated schedule is 8:30 a.m. (ET) to 5:00 p.m. (ET); however, schedule is flexible as long as the majority of the work hours are during traditional business hours. Travel is oftentimes outside of normal business hours.</p> <p>Team Member may be asked to report to a World Travel, Inc. office for training, support, or other reasons. World Travel, Inc. may make such request at any time, within reason.</p>
	<p><i>This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as is reasonable.</i></p>



By signing in the area designated below, the undersigned approve and understand the content of this job description.

<u>Team Member</u>	Signature:
	Date: