

Group Sales Coordinator

Discovery Cube Orange County wants you to be a part of our exceptional team! Discovery Cube is a nonprofit organization dedicated to inspiring and educating young minds through engaging science-based programs and exhibits to create a meaningful impact on the communities we serve.

Discovery Cube Orange County is currently seeking a Group **Sales Coordinator**.

Job Responsibilities:

- Make outgoing calls to reserve group field trips-as well as processing in bound calls & inquiries.
- Guest support through full field trip process.
- Sales support administrative tasks, such as update of databases, spreadsheets and other documents as assigned
- Ability to work both independently and as part of a team.
- Meet deadlines & quotas

Required Job Skills:

- Excellent verbal and written communication skills
- Ability to work in fast-paced, team-oriented environment
- Exceptional attention to detail & multi-tasking.
- 1-2 years experience in Group Sales or Guest Service. Hospitality or theme park experience is a plus.
- A consummate professional with a positive attitude.
- Proficient in Microsoft Office – Excel, Outlook, Word
- Galaxy Reservation System experience preferred
- College degree or some college coursework is a plus.

Job Types: Full-time + Commission

Salary: Based upon experience