



# Job Description

[Department of Human Resources & Organizational Development](#)

City of Missouri City  
1522 Texas Parkway  
Missouri City, TX 77489  
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<http://www.missouricitytx.gov/>

**Position NO:**

**Job Category: Service Worker**

## **Hourly Salary:**

10.00/ hr - \$15.00/ hr

## **Sales & Events Coordinator**

### **DEFINITION**

This is a service worker, full-time position at the City's Quail Valley Golf Course & City Centre. An individual in this position delivers customer service to guests to provide all aspects of planning, implementation and follow up of all special events. This position reports directly to the Director of Sales & Events.

**The following is a sample of the knowledge, skills and abilities required for this position, and not a complete list of duties or responsibilities.**

### **EXAMPLES OF WORK**

- Receive and respond to inquiries for events
- Direct and manage all communications with current and potential clients
- Working directly with the Director of Sales & Events to ensure smooth organization of all event details.
- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Attend weekly staff meetings

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Good work ethic.
- Ability to work a flexible schedule. (Morning, afternoon, evenings, weekends, and holidays.)
- Basic ability to perform multiple tasks effectively in a team environment and with minimal supervision.
- Professional knowledge of standards and practices, including tact and courtesy essential to effective customer service to deal with guests.
- Must be able to be a self motivator and work independently
- Excellent organizational skills
- Excellent verbal and written communication skills
- Attention to detail
- Valid Class C Driver's License. Good driving record required.
- Other duties as assigned.

## **EXPERIENCE AND EDUCATION REQUIREMENTS** *(The following is a sample of the minimum qualifications or requirements the Human Resources & Organizational Development Office will use to evaluate applicants for this position.)*

High School Diploma or equivalent. 2+ years of sales experience preferred.

The Department of Human Resources and Organizational Development may consider an equivalent combination of education, training and/or experience.

\* The Quail Valley Golf Course Compensates employees according to a salary schedule that enables movement through a market based salary range. Generally, a new employee's salary is at or near the beginning of the range.