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| <p>JOB DESCRIPTION</p>  | <p>JOB TITLE: Group Sales Internship</p> <p>Job Location: Utah Olympic Park</p> <p>Reports to: Group Sales Director / UOLF Sales Team</p> <p>Function Area: Public Programs</p> <p>Type: Full Time, Non-exempt</p> |
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Job Title: Group Sales Internship

ESSENTIAL DUTIES & RESPONSIBILITIES

- Learn our products, services, industries, sales cycle and operations at Utah Olympic Park
- Book and facilitate logistics for Groups in Public (Public Groups)
- Enter and update contact information and past sales data into Salesforce Customer Relationship Management System (CRM)
- Develop and expand feedback program for past clients
- Research and identify prospective clients
- Assist in the distribution or delivery of marketing & sales materials
- Assist with the execution of trade shows and/or public events
- Staff retail store as needed during group events
- Provide guided tours for groups
- Set up and tear down events, including all tables and chairs.
- Close down facility as needed
- Coordinate with facility and operations team for all group events
- Coordinate with vendors for all group events
- Complete other tasks as assigned

ELIGIBILITY

- Minimum 18 years of age
- Must be very flexible – be available to work days, evenings, weekends, and holidays
- Must be available 40 hours per week during the selected term (spring, summer, fall, winter).
- Junior or Senior undergraduate student with a minimum GPA of 3.0.
- Must have a positive and outgoing personality with the confidence to be able to work directly with clients.
- Must have enthusiasm and a desire to learn and be successful in business development and sales.
- Self-starter attitude with the ability to work with little to no supervision.
- Willing to be flexible, completing additional tasks as needed, such as serving as parking attendant, ticket sales or filling in for other staff when needed
- Highly proficient in Microsoft Office Word, Excel, Powerpoint and Outlook.

UTAH OLYMPIC LEGACY FOUNDATION REQUIREMENTS

Environmental Job Requirements

- Ability to work outdoors in all temperature/weather extremes

Physical Requirements

- Ability to lift 50 pounds
- Must be able to sit or stand on feet for extended time
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Required In-House Training

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- Host desk training
- Ticket sales training (computer system)
- Customer service training (at least once each season)
- Tour Training (van operations included)
- Quicksilver operations (summer only)
- Comet Store training (computer system)
- Radio protocol (emergency procedures)
- Company Cell Phone Policy

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.

Please complete the required employment steps at <https://utaholympiclegacy.org/careers/>