



The Sales and Marketing Coordinator is responsible for various sales and marketing activities, including coordination of print and other materials; writing and development of sales and marketing collateral, documents and presentations; Company's social media presence; coordination of various projects and deadlines on an ongoing basis. This individual will collaborate on new and existing promotional opportunities, programs and projects. Additional responsibilities may include event planning which could require occasional work on weekends and evenings. This position may be responsible for the development and maintenance of databases and reports, and could require prospecting potential advertisers as well as processing and maintaining accurate files and records of contracts and related materials. The Sales and Marketing Coordinator will perform miscellaneous job-related duties as assigned.

**Knowledge of:**

- Principles and techniques of organizing, coordinating and managing multiple projects and deadlines
- Knowledge of MS-Office Applications, including Excel, Word, PowerPoint, and Outlook
- Knowledge of principles of graphic design a plus. Additionally familiarity with Photoshop, Illustrator, and InDesign (CS4 or higher), HTML, javascript, css and wordpress beneficial.
- Knowledge of Facebook, Twitter, Instagram, Pinterest, Google plus and other social media applications
- Strong writing skills required, including ability to write proposals, letters, presentations, articles and various marketing and sales materials Principles and procedures of record keeping
- Modern office procedures, methods and computer software and hardware, including word processing spreadsheet, database, and presentation applications
- Business English, including spelling, punctuation, grammar and sentence structure, at an advanced level
- Ability to work with the public and all Las Vegas Monorail Company affiliates, partners, contractors and related organizations in a pleasant, professional and cooperative manner in person and on the telephone.

**Ability to:**

- Effectively manage multiple projects, meet multiple deadlines and regulate own time and workload
- Establish and maintain effective working relationships both internally and externally
- Work independently to research, organize, write and disseminate information appropriately
- Administer programs with direction and oversight
- Represent the company at meetings and public events
- Communicate clearly and effectively, both orally and in writing