

Convention and Tourism Coordinator

POSTED ON 7/3/2023 AVAILABLE BEFORE 1/1/2024

[Greater Sealy Area Chamber of Commerce](#) Sealy, TX Full Time

We are looking for a Coordinator to join our team and help us manage our day-to-day operations. The successful candidate will be responsible for overseeing the administrative tasks of the organization, coordinating with different departments, and ensuring that all deadlines are met. The ideal candidate should have excellent organizational skills, be able to multitask, and have a strong attention to detail.

Responsibilities:

- Coordinate and manage activities, resources, and staff.
- Organize and prioritize tasks to ensure deadlines are met.
- Develop and maintain relationships with internal and external stakeholders.
- Monitor progress of projects and provide regular updates to management.
- Ensure accuracy of data and reports.
- Provide administrative support to the team.
- Develop processes and procedures to improve efficiency.

Qualifications:

- The ideal candidate should have excellent organizational skills, be able to multitask, and have a strong attention to detail
- Reliably commute or planning to relocate before starting work (Required)

Job Type: Full-time

Benefits:

- Flexible schedule
- Paid time off

Experience:

- Customer service (Preferred)
- Events management (Preferred)

Work Location: In person