

**Bucks County Conference and Visitors Bureau, Inc.**  
**Job Description- Internship**

**Position:** Sales Assistant

**Reports to:** Tourism Sales Manager

**Scope of Job:** This person interacts with the consumer in promoting Bucks County through answering inquiries and disseminating information. He or she assists the Sales Team in coordination and follow-up of all sales activities.

**Major Responsibilities:**

The major responsibilities for this position include but are not limited to:

- Assist with maintaining:
  - The BCCVB On-line Manuals
  - Quarterly Motor Coach Tracking Forms
  - Booked and Lost Business
  - Tourism and Meeting and Events Database (D3000)
- Attends trade shows and expos
- Assists sales staff with follow-up calls to clients and BCCVB Members
- Assists with coordination of Sales Missions and FAM Tours
- Performs other duties as assigned

**Job Specifications:**

The successful candidate for this position possesses the following skills and abilities:

- Good customer relations skills including telephone skills
- Good time management skills and ability to function in a fast-paced, changing environment
- Self-disciplined, self-starter
- Knowledge of Windows XP

**Compensation:** Unpaid Internship

**Please email or mail cover letter and resume to:**

Dawn Arbani  
Tourism Sales Manager  
Bucks County CVB  
800-836-Bucks ext. 229  
[Darbani@visitbuckscounty.com](mailto:Darbani@visitbuckscounty.com)

