

# Casting Call



## Open Casting Call for Sales Team

**The Lanes at Coffee Creek**, a premier family entertainment center is hiring for our Sales Team.

We are holding an open *Casting Call* on **Sunday, April 24th from 6:00 pm-9:00 pm**. This is your chance to show us why we should hire you. This recruiting event includes bowling, pizza, soft drinks and more.

If you are a true “people-person” who likes to work in an environment where you can help create an incredible, amazing and memorable customer experience, then we would love for you to join us.

Spots are limited. Make your reservation by calling us at 918-274-0400. We also ask you email your resume to [lanescoffeecreek@owassobowling.com](mailto:lanescoffeecreek@owassobowling.com) by April 20th.

Hwy. 169 and 106th St. North~Owasso, OK~918-274-0400

[www.owassobowling.com](http://www.owassobowling.com)

**JOB DESCRIPTION FOR SALES TEAM:**

Looking for an Exciting, Full-time opportunity to work in a fun, fast-paced environment! Look No Further! The Lanes at Coffee Creek in Owasso is in need of Full-Time/Part-Time Sales Specialist for our Bowling Center. The Sales Specialist works to increase center revenue through promotional and marketing programs. They are further responsible to form and retain leagues and promote open bowling and tournaments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Timely follow up on leads, through telephone calls, internet leads or from other mediums. Ensures the prompt and systematic servicing of all group events. Makes follow calls to past clients and sales calls to prospective clients.

Enters client information into database from outside calls, telemarketing, and inquiries. Details events through development of quotes and contracts for clients.

Daily use of Microsoft Office and database, to generate contracts and banquet event orders.

Produces maximum revenues for The Lanes at Coffee Creek by utilizing positive sales and marketing techniques.

Maximizes sales office procedures to ensure the productive use of time and the maintenance of accurate and updated account files and follow-up procedures. Ensures that customer leads and contacts are maintained accurately and in a timely manner.

Maintains inventory of all office supplies, collateral, and all other material pertinent to the group event sales effort.

Acquires and maintains current knowledge of product, pricing, offerings, policies & procedures.

Maintains organization of various notebooks and completed business files regularly.

Organizes and prepares sales kits and correspondence for distribution to clients.

Confers and cooperates with Operations management to ensure coordination of center's group events.

Updates Sales Manager and Director, Group Sales at least weekly on sales efforts and issues.

Assists with the gathering of competitive information on pricing, services and programs of competitors and analyzes that information to further group sales efforts.

Other duties may be assigned.

**The requirements listed below are representative of the knowledge, skill and/or ability required.**

**EDUCATION and/or EXPERIENCE:** Two to three years marketing, public relations or promotional experience, or the equivalent education. Some bowling knowledge helpful. Retail/customer service business experience.

Education:

High school diploma or equivalent.

Schedule: Full-Time/Part-Time, varied shifts. Weekends are required and must be available for any Holidays.

Hourly pay plus commission

**LANGUAGE SKILLS:** Ability to write customer letters and generate professional proposals. Excellent oral and written communication skills.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Must be able to accurately complete budgeting, forecasting and month end reporting.

**COMPUTER SKILLS:** Must be highly proficient in Microsoft Office Software/Word/Excel/Outlook.

**OTHER:** High degree of creative and organizational skills. Must possess a high level of confidence, pride and professionalism. Strong selling and negotiating skills. Assertive, self-motivated, innovative personality with high level of initiative to solicit new business and retain existing client base. Maintains a strong commitment to attain high customer service ratings. Strong multi-tasking abilities. Flexible schedule.