**Description**

*Maine Tour Magazine* (MTM) is a division of The Maine Tour Connection (TMTC): a wholesale receptive tour operator that provides motorcoach packaging throughout Maine, New England and Eastern Canada. We are seeking a part time, inside sales person to join our team in South Portland, Maine. Candidate should possess a positive attitude, organizational and time management skills. The ability to meet deadlines and advertising goals while maintaining exceptional relationships with MTM clients is required. Advertising efforts support TMTC “Lobsterettes” in promoting motorcoach packages as well as business to the regions.

*Maine Tour Magazine* is published twice a year for an audience of over 2,500 domestic and international tour operators and travel agents interested in New England and Eastern Canada tourism.

**Sales Account Manager**

Part-time position: approximately 200 hours per edition. Hours are flexible within the production calendar and deadlines

Spring Edition: Production runs November to March

Fall Edition: Production runs April – August

**Responsibilities**

* Advertising Sales: meet / surpass revenue goals
* Generate new leads by cold calling and contacting established accounts
* Timely follow up on leads
* Produce advertising contracts; maintain agreements between MTM & vendors
* Review advertising specifications with contracted vendors
* Assist with development and implementation of annual Marketing Plan for MTM
* Constant Contact design and email
* Coordination with graphic designer magazine layout and ad placements
* Secure photographs from vendor and tourism partners
* Update media kits and mailing to potential advertisers
* Meet Production Calendar schedule and deadlines
* Maintain revenue reports, client contracts and proprietary database trace system
* Represent MTM / TMTC at industry events and local tradeshows

**Skills and qualities**

* Working Knowledge of Microsoft Office, Excel, Constant Contact, Outlook
* Detailed oriented
* Multitask, flexible and remain organized
* Ability to prioritize, multitask, work independently

**Education**

* Hospitality / Tour Industry or Advertising Sales Experience preferred but not required
* 1+ years customer service experience
* College Degree: Associate or Bachelor degree preferred or equivalent work experience