



SALES COORDINATOR

Join Ottawa's Premier Convention Centre

Come be part of the team at Rogers Centre Ottawa—Canada's Meeting Place. Located in the heart of Canada's capital, steps from the Rideau Canal, a UNESCO World Heritage Site, and connected to CF Rideau Centre, we host conferences, conventions, meetings, and special events from across Canada and around the world.

We are seeking a Sales Coordinator to join our team and provide key administrative and operational support to our Sales department. Working closely with Account Managers and Sales leadership, this role helps ensure our clients receive accurate, responsive, and seamless service throughout the sales process.

Our team is guided by our vision of "Inspired Team Delivering Exceptional Events" and a culture built on collaboration, accountability, exceptional service, and empowered colleagues.

Rogers Centre Ottawa is an Operational Enterprise Agency of the Crown in the Province of Ontario, with a mandate to operate and manage an international-class convention centre that promotes tourism and industry in Ottawa and Ontario.

Position Details

Title: Sales Coordinator

Reports To: Vice President of Sales

Position Summary

The Sales Coordinator provides administrative and operational support to the Sales team, including client correspondence, proposals and contracts, sales files, data entry, reporting, event and sales mission support, and client follow-up. The role requires strong organizational skills, attention to detail, sound judgement, and a commitment to delivering exceptional customer service.

Main Responsibilities

This is not an exhaustive list of duties.

- Provide administrative support to Account Managers, including preparing correspondence, proposals, contracts, and other client documentation.



- Assist with the coordination and administration of bookings, including contracts, deposits, schedules, program details, and follow-up.
- Maintain accurate sales files, client information, mailing lists, and follow-up activities.
- Assist with sales collateral, client events, sales missions, trade shows, and related activities.
- Manage inventory and tracking of client gifts, parking, tickets, and other sales resources.
- Complete data entry and maintain account information and traces in Momentus.
- Assist with the preparation of customized contracts, including discount and incentive packages.
- Coordinate Sales Manager calendars, travel arrangements, registrations, and related logistics.
- Provide back-up administrative and reception support as required.
- Work collaboratively with internal departments and external clients and partners to provide seamless customer service.
- Identify opportunities to improve processes, efficiency, and the client experience.
- Follow all applicable corporate policies, procedures, and Occupational Health and Safety requirements.
- Perform other related duties as assigned.

Education/Experience:

- College diploma or university degree in Office Administration, Hospitality and Tourism, Business Administration, or a related field.
- Minimum of one year of related experience in an automated office environment.
- Experience in a sales and marketing environment is considered an asset.
- A combination of formal education, relevant training, and demonstrated performance and ability may be considered in lieu of the stipulated academic and/or experience requirements.
- Strong computer skills are essential, including proficiency in Microsoft Word, Excel, Outlook, Momentus, SharePoint, and OneDrive.

Additional Competencies/Skills:

- Working knowledge of applicable occupational health and safety legislation, as well as general knowledge of corporate and departmental policies and procedures.
- Excellent professional communication skills, both verbal and written.
- Ability to work effectively both independently and collaboratively within a team environment.



- Strong attention to detail and a customer-focused approach, with the ability to exercise sound judgement when responding to client requests and resolving issues.
- Ability to work effectively under pressure, manage competing priorities, and meet multiple deadlines.
- Strong organizational, time management, and project management skills.
- Commitment to delivering exceptional customer service by following customer-focused processes and procedures, identifying solutions, and proactively addressing service issues.
- Demonstrated ability to adapt to changing processes, systems, priorities, and organizational structures.
- Ability to build and maintain positive working relationships with clients, colleagues, and internal and external stakeholders.

Effort and Working Conditions

- Ability to manage multiple responsibilities, competing priorities, and frequent interruptions while maintaining a high level of accuracy and service.
- This is a full-time, on-site position requiring the successful candidate to work in the office Monday through Friday.
- Occasional flexibility in working hours is required to meet business demands, including evenings and weekends as necessary.

Language

- Bilingualism in English and French is strongly preferred.

Salary & Benefits

- The salary range for this position is \$52,000 to \$56,000 per annum, complemented by an extensive benefits package and incentive plan.

Submission Deadline

Friday, August 21, 2026

Please submit your cover letter and resume to careers@rogers-centreottawa.ca.

The Rogers Centre Ottawa thanks all applicants for their interest. Only candidates selected for an interview will be contacted.



Diversity, Equity & Inclusion

The Rogers Centre Ottawa values, celebrates, and welcomes individuality. We are committed to fostering a professional, respectful, and inclusive workplace where everyone is treated with dignity and respect, regardless of gender, age, race, religion, ethnicity, nationality, disability, appearance, sexual orientation, or other personal characteristics.

We strive to create a culture of respect, inclusion, and continuous learning, recognizing and valuing the diverse experiences, perspectives, and backgrounds that our colleagues bring to our organization.

Accommodation

The Rogers Centre Ottawa is committed to providing an inclusive and barrier-free work environment throughout the recruitment and employment process. If you are contacted regarding a job opportunity and require accommodation during the recruitment process, please advise us of your requirements. All information provided regarding accommodation will be treated as confidential and used solely for the purpose of providing appropriate support.

Land Acknowledgement

The Rogers Centre Ottawa is located and operates on the traditional and unceded territory of the Anishinaabe Algonquin people, who have travelled and inhabited these lands for millennia.