



Visitor & Group Services Specialist

Full Time Position with Benefits

Visit Lafayette-West Lafayette (VLWL) is seeking a Visitor & Group Services Specialist to join our team. VLWL is dedicated to promoting the best of our community to visitors, newcomers and residents.

Responsibilities:

In this role, you will be responsible for providing outstanding service to leisure travelers, meeting planners, convention organizers, group tour coordinators, and sports event managers and residents. Responsibilities include managing customer service programs, training and mentoring Visitor Information Specialists, and coordinating a variety of visitor services and projects. You will also handle inquiries, represent us at local events, and ensure the efficient distribution of brochures and promotional materials.

Compensation:

This is a full-time position with excellent benefits including a medical, vision, dental, AD&D and life insurance package. Competitive salary. Retirement plan after 3 years of service. Flexible work environment with smart business casual attire.

Requirements:

- A friendly, engaging personality who can listen first and provide recommendations for visitors based on their preferences.
- Ability to energize a team of visitor services specialists to be great ambassadors for our community.
- Proficient in Microsoft Office and the ability to learn online database and social media skills.
- Ability to work an occasional evening or weekend and to engage in limited travel.
- Ability to lift 50 lbs.
- A clean driving record.
- High School Diploma or GED required. Some college or vocational training is *preferred*.

Apply:

If you are ready to contribute to a team that values your skills and dedication, we invite you to apply for the Visitors & Group Services Specialist position. More details can be found here:

<https://www.homeofpurdue.com/about-us/job-opportunities/>