Resumes may be submitted to [ticketoffice@chicagolandspeedway.com](mailto:ticketoffice@chicagolandspeedway.com)

**Chicagoland Speedway & Route 66 Raceway**

**Ticketing Department**

Job Title: Inside Sales Representative

Job Status: Seasonal – April – September

Reports To: Director of Ticketing

**Position Purpose**

This position is responsible for soliciting group, hospitality, and season ticket sales primarily through cold calling.

**Company Conformance Statements**

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

* Perform quality work within deadlines with or without direct supervision.
* Interact professionally with other employees, customers and vendors.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Job Responsibilities**

* Prospecting new clients
* Sales follow up procedures
* Work hand in hand with all CLS & Rt. 66 departments on development and strategies for sales growth
* Generate revenue using all sales methods, including cold calls, face to face appointments, facility tours, prospecting and networking
* Conduct high amounts of new calls on a daily basis
* Aggressive prospecting in order to generate new business relationships
* Show a passion for driving revenue sales and guest service
* Ability to work long, irregular hours as dictated by scheduling, as this position is not a 9 to 5 job.
* Most weeks working between 20 and 30 hours per week based on track schedule
* Must be able to work in a fast-paced environment with demostrated ability to work well with all levels of leadership and associates

**Performance Measures**

* Accuracy in work produced.
* Ability to prioritize and manage numerous requests.
* Timeliness of delivery of services.

**Qualifications**

* Excellent communication and time management skills with friendly and professional demeanor.
* Must be able to work in a team environment interacting with multiple departments.
* Must be well-organized with attention to detail.
* Must possess a positive attitude, self-confidence, professionalism, integrity, motivation, and a very strong work ethic.

**Work Requirements**

Usual office working conditions. Occasional evening and weekend hours are required. Some work required in outdoor conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities, duties, and functions.

**Special Position Requirements**

Background and Credit checks are required.

Employee Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_