Account Executive

Classification
Salaried Non-Exempt

Salary Level
$31,200-$42,000 Base with quarterly bonus potential

Reports to
Senior Director of Sales

JOB DESCRIPTION

Summary/Objective
The Account Executive has a customer focused mentality and actively develops and maintains relationships with meeting planners. The goal of the relationship is to motivate qualified meeting planners to attend our industry events, webinars, and/or receive our conference magazine. A Account Executive establishes trust and rapport by providing planners opportunities to increase their organizational value through the educational and networking opportunities offered at our shows. The AE must qualify the planners that he/she contacts so that we may continue to increase the quality of our shows for our end users.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Sales** – Being able to make multiple contacts with a planner and utilizing the tools available to motivate them to attend our show
2. **Technology** – The ability to effectively use and learn programs such as Microsoft Excel, Word, SalesForce.com and email databases
3. **Attention to detail** – Discipline around following processes. Recording the correct information clearly and managing your accounts
4. **Time Management** – Being able to make a large number of quality contacts to planners daily and balance multiple projects
Competencies

1. **Oral Expression** – Posses highly effective verbal and written communication skills.
2. **Selective Attention** – Excellent organizational and planning ability. The ability to concentrate on multiple tasks over a period of time without being distracted.
3. **Personal Motivation** – Highly competitive; goal and achievement orientated. Highly self-motivated and ability to work hard without constant outside motivation.
4. **Oral Comprehension** – Persistence and Resiliency. The ability to listen to and understand information and ideas.

Required Education and Experience

1. Bachelor’s degree or equivalent experience.
2. Two plus years of sales experience (preferably in the hospitality Industry).
3. CRM experience is a distinct advantage.

Preferred Education and Experience

1. Advanced training in recent sales techniques.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position requires the use of the latest versions of technology and software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
Position Type/Expected Hours of Work
Work hours are 8:30 a.m. to 5:30 p.m., Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel
This position requires up to 10% travel. Typical travel is to events which are outside the local area and overnight.

EEO Statement
We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures
This job description has been approved by all levels of management:

Manager________________________________________________________

HR________________________________________________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee__________________________ Date_____________