

Exhibit Account Executive Job Description

Employee Name:
Job Title: Exhibit Account Executive
Dept.: Sales
Report to: President/Owner
Commission: Description attached
Tax Status: Exempt

Summary:

Sell exhibits and tradeshow products and solutions to prospects and clients. You will manage multiple projects, work independently and be a major part of the team accomplishing the Company's annual financial goals.

RESPONSIBILITIES (includes other duties as necessary):

- Develop and deliver exhibit design presentations and close sales in a professional and effective manner.
- Annually meet established sales quotas and revenue goals
- Call on database of clients
- Following up on leads provided by marketing activities and current client lists
- Walk trade shows
- Generate interest primarily through telemarketing/prospecting
- Manage time and budgets to see projects through to a profitable completion
- Preparing quotes/orders
- Maintain communications in a cooperative, respectful and professional manner with all levels of staff and customers
- Treat all employees and customers with dignity, respect and courtesy
- Communicate openly, honestly and constructively
- Attend Product/Sales Training
- Shadow existing senior account executives
- Performs other job-related duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS:

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or 2-5 years' sales experience or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Key Skills and Abilities:

- Exceptional communication skills, presentation, and organizational skills
- Energetic and self confident
- Ability to manage multiple projects with tight deadlines
- Professional
- Passion for selling
- Willingness to learn and grow within a team concept
- Flexibility within a fast moving sales environment
- Must be able to discuss and exhibit sales strategies

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

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 10 pounds. The travel required for this position is 25% – 50%.