

## **Exhibit Account Executive Job Description**

**Job Title:** Exhibit Account Executive  
**Dept.:** Sales  
**Report to:** President/Owner

### **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.

#### **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