



THE GLOBAL EVENT AGENCY

## SALES MANAGER: CHARLOTTE, NC

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**Department:** Sales

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** DOSM

**Work Schedule:** Monday - Friday, 8:00am to 5:00pm  
Plus Travel as Needed

**Positions Supervised:** N/A

**Effective Date:** TBD

**Last Revision Date:** November 14, 2022

### POSITION SUMMARY:

The Sales Manager is responsible for the promoting and selling the services of EES to prospects and current clients by developing key growth sales strategies, tactics, and action plans through ensuring full client satisfaction through oversight of client relationship, execution and post event follow up to secure further business (account management).

### ROLES AND RESPONSIBILITIES:

- Make recommendations for the development and modification of short and long-term goals, including development of solicitation programs, up-selling techniques, tools and goals, professional and personal development, and operation policies and procedures
- Serve as a spokesperson for the company by establishing and maintaining strong community and vendor relations for the purpose of pursuing and obtaining new clients, and growing current clients
- Responsible for generating leads that result in increasing the yearly gross sales of the company by achieving assigned sales goals
- Sales calls/emails to prospective clients within his/her assigned market and keeping accurate records and documentation of all conversations and pertinent client information with Viper
- Conduct site visits and attends and assists with client events help for solicitation purposes; attends hotel pre convention meetings when requested
- Develop plan to complete a proposal based on the needs of client to ensure complete satisfaction with products and services and within the time outlined; ensure that proposal templates/information is accurate and up to date; listen to the prospect or client needs and be able to turn that information into a detailed proposal of services, estimating a proper event management fee and effectively communicating the value proposition, including the proven ability to position services against competitors
- Oversee the production of detailed and professional proposals; ensures costing sheets are accurate to products sold
- Establish, maintain and continually update records of client activities as well as update individual records client requests, changes, additions and deletions within Viper
- After the sale, continues high level personal contact with clients for the purpose of quality control, complete client satisfaction, and to promote repeat business
- Attend and give pertinent feedback during weekly Sales meeting
- Other duties as assigned



## Requirements

- Minimum of 5+ years experience in a sales driven position, CMP or DMCP desired
- Strong listening, negotiation, and presentation skills; maintains an atmosphere of teamwork and builds the external reputation of EES
- Effective decision maker; excellent solicitation, negotiation and closing abilities
- Complete understanding of the business of events, including budgeting, information processing and formatting, and communications with executive level clients
- Outstanding customer service skills
- High level of multi-tasking skills and management of multiple programs, proposals and contracts simultaneously
- Self-motivated with ability to operate independently, while being able to keep DOS or VP of Sales informed of progress daily/weekly
- Strong organizational skills with recognizable attention to detail and creativity; understanding how to organize information for ease of understanding by clients, vendors, peers and supervisor
- Clear, concise written and verbal communication skills including proposals
- Strong computer skills with hands on knowledge of Microsoft Office (Word, Excel, PowerPoint Access and Outlook)
- Embodiment of our Core Values:
  - Lend a Hand
  - Do What You Say You're Going To Do
  - Own the Wow
  - Tell the Story
  - Get It Right the First Time
  - Viviendo ("living", love what you do and how you do it)
- Must reside in city for sales work (Nashville, TN or Charlotte, NC)

## PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Must be able to sit / stand for 8 hours
- Walking, bending, light lifting up to 25 lbs.
- Ability to work onsite, as needed.
- Ability to work both from home and an office.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
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**D a t e :**