

HoustonfirstSM

Job Posting

Job Title:	National Account Executive
Department:	Sales
Reports To:	Director of Citywide Sales
Location:	Varies
Hours:	Flexible - Monday through Friday, some evenings and weekends
FLSA Status:	Exempt

Summary: Responsible for development, obtainment and overall account management of citywide association convention business for groups headquartered in Chicago and the Midwest. The citywide market is comprised of conferences, tradeshow and events which utilize one of our convention venues and multiple hotels through the city. Productivity and overall success will be evaluated through set annual goals as well as key performance indicators as defined by management.

Essential Duties and Responsibilities: (individual duties, assignments and responsibilities required of the position)

- Prospect association accounts & manage business headquartered in Chicago/Midwest markets
- Represent Houston at local, regional and national industry trade shows, conferences and events
- Conduct sales calls in targeted markets as determined by account research
- Develop new and innovative strategies that utilize local resources in promoting the destination
- Cultivate relationships with key stakeholders to assist with overall market knowledge
- Deliver effective and targeted presentations as required through the sales process
- Coordinate and execute customized site visits that address the client's objectives
- Manage budget related items relative to sales calls, site visits and client events
- Maintain accurate and comprehensive information for all assigned accounts in the CRM
- Prepare comprehensive proposals addressing meeting specifications to include, but not be limited to; offer letters, convention facility space, hotel inventory, off-site venues and all other relative meeting requirements
- Other duties and special projects as required



Supervisory Responsibilities: (personnel supervision, budgets, performance, etc.)

This position does not have any direct reports

Education and/or Experience: (special training, certifications, college degree, etc.)

- Bachelor's Degree in Business, Marketing, Hospitality
- Minimum of 5 years of sales experience, preferably in group sales or related hospitality industry
- Industry designations such as; CMP, CASE is beneficial but not required

Knowledge, Skills and Abilities: (technical, communication, interpersonal, etc.)

- Excellent sales techniques, networking skills and proven track record of professionalism
- Must possess excellent oral, written, and overall presentation skills
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, or similar software

Work Environment: (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.
- Ability to work flexible hours (including weekends) as needed is required.
- Ability to travel on a fairly regular basis

ANNUAL SALARY: Commensurate with experience

POSTING DATE: July 7, 2021

BENEFITS: Medical, Dental and Vision insurance
401(K) (100% match up to 6%)
Paid Holidays (10 Days)
Paid Time Off (120 hours, prorated first Year)
Health Reimbursement Account and Flexible Spending Account
Tuition Reimbursement (Up to \$5,200.00 annually)
Paid Basic Life & Accidental Death and Dismemberment
Paid Short-term and Long-term Disability Pay

CLOSING DATE: Until filled



APPLICATION PROCEDURE:

- 1) Fill out a “CCSI Application” (DBA Houston First) and attach a current resume.
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com
- 3) All current team members are to complete Request to be Considered form prior to applying (HFConnect under HR tab, Talent and Acquisition)

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.

