

Houstonfirst

Job Posting

Position:	National Account Executive
FLSA:	Exempt
Department:	Convention Sales
Reports to:	Director of Sales
Reporting Location:	701 Avenida de las Americas, Houston TX.77010
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

SUMMARY: Responsible for developing, obtainment and overall account management of in-house business for Houston. The in-house market is comprised of meetings and rooms only blocks that will generally fit into one hotel in the various sub-markets throughout the city. Productivity and overall success will be evaluated through room night production against goals as well as other metrics defined by management.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Prospect new accounts and manage existing business opportunities.
- Represent Houston at local, regional and national industry trade shows and events.
- Schedule sales calls in targeted markets as determined by account research.
- Develop new and innovative strategies that utilize local resources in promoting the destination.
- Coordinate and execute personalized site visits to accomplish client's objectives.
- Deliver effective and targeted presentations relative to securing business when needed.
- Maintain relationships with key stakeholders to assist with overall market knowledge.
- Acknowledgement of budget related items relative to sales calls and site visits.
- Prepare comprehensive proposals addressing meeting specifications to include, but are not limited to, convention facility space (when applicable), 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 has no supervisory responsibility

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's Degree in business related studies.
- 1-3 years of destination sales or similar industry experience.
- CMP, CASE designations are beneficial but not required.

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Excellent sales techniques, networking skills and proven track record as well as effective interpersonal skills.
- Excellent written and oral communication, judgment and decision-making skills.
- Must be able to make effective written and oral presentations in a public setting.
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, Prezi or similar software.

MISCELLANEOUS:

- Must pass a pre-employment drug test.

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.
- Ability to travel on a fairly regular basis.

ANNUAL SALARY: Commensurate with experience

December 05, 2019

POSTING DATE:

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

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.