



Exhibits & Design Sales Executive - Toronto

This position maintains the overall responsibility to sell all lines of the custom display booth business as well as to service and maintain existing clients, in a timely, profitable and efficient manner. It also is responsible to liaise with the Design Manager, Production and Graphic Coordinators, as well as on site production teams to ensure the overall success and execution of a sold project. This position reports to the Director of Sales.

Key Responsibilities

- Interface with internal and external clients in a professional and efficient manner
- Keep updated on industry trends
- Service existing accounts, as well as follow up on leads for new business
- Solicit new business from, but not limited to, lists provided by Director of Sales
- Work closely with clients to ascertain their exhibit requirements and follow through with design and pricing options
- Ensure all critical timelines are adhered to for both internal and external clients
- Oversee files while in production, and graphic production
- Prepare all GES order forms/contracts outlining in detail all the GES and non-GES components and services to be provided
- Clearly identify the critical times lines and contractual conditions
- Prepare a complete client file (including design request, pricing sheet, order form, ESE sheet, detail list, production sheets) to forward and work with design manager for processing
- Attend show set up to ensure construction of customer's exhibit is correct and complete
- Exceed sales targets established for the department
- Contribute to improve the GEM business margin
- Follow all existing Standard Operating Procedures
- Consistently update Exhibits and Design Production Sheet
- Attend weekly sales meeting with sales team

Qualifications:

- A College Diploma or Bachelor's Degree is preferred in related field
- Strong Microsoft Office skills
- Highly organized, efficient, outgoing, positive individual who is a reliable team player with great attention to detail
- Strong customer service focus with excellent communication and interpersonal skills to build great customer relationships
- Creativity for design or decorating is considered an asset
- Ability to handle new and existing files
- Flexibility and ability to work necessary hours, which may include evenings and/or weekends in a fast paced, deadline driven environment

Interested applicants may submit their resume by email to careerscanada@ges.com by Friday, November 19, 2021. Only those candidates selected for an interview will be contacted. We thank all applicants for their interest.

GES is an equal opportunity employer and welcomes applications from all qualified individuals. If you have accommodation needs at this stage of the recruitment process, please advise us as soon as possible by email or by calling 905-283-0567.