



## Exhibition Place

### JOB OPPORTUNITY

**JOB TITLE:** Account Executive

**JOB TYPE:** Permanent

**HOURS OF WORK:** 35 hours/week

**SALARY RANGE:** \$57,509 - \$72,530

**POSTING DATE:** May 16<sup>th</sup>, 2022

**CLOSING DATE:** May 30<sup>th</sup>, 2022

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Reporting to the Director, Sales & Marketing, the Account Executive will develop and implement sales strategies and tactics for the Canadian, US and International Exhibitions & Events market including trade shows, conferences, events and live sporting competitions within this assigned industry sector.

#### Major Responsibilities

- Direct solicitation to potential clients to obtain booking and rental of exhibit halls, conference centre, meeting rooms, and grounds etc.
- Monitor market conditions for trends, issues, or other conditions requiring modifications in sales activities and strategies.
- Negotiate and qualify potential business and services with prospective clients within Booking Guidelines.
- Negotiate, create proposals and quote rental rates and services with prospective clients within Booking Guidelines.
- Initiate license agreements based on negotiated, approved rental rate structure.
- Negotiate license agreement renewals for key Exhibition accounts.
- Build and maintain client relationships to meet and exceed sales goals.
- Proactively communicate with clients to identify new sales opportunities and provide customer service feedback in order to enhance the client experience
- Liaise with internal staff during client negotiation and proposal stages
- Track and maintain client data base using Ungerboeck application
- Verify compliance with all rental contracts
- Conduct site tours of exhibit halls, meeting rooms and surrounding grounds of Exhibition Place for prospective clients
- Attend industry tradeshow, conferences and sales missions to facilitate sales effort
- Assist with new business strategic development in the trade and consumer market
- Special projects as assigned
- Perform other duties as assigned

#### Required Qualifications

1. Post-secondary degree in hospitality/tourism or event management, or equivalent acceptable combination of education and experience
2. Proven sales experience in convention centre sales, exhibition services, consumer and trade show and/or hospitality experience required
3. Certified in Exhibition Management Designation (CEM) preferred
4. Experience using Ungerboeck or similar Customer Relationship Management (CRM) software systems
5. Excellent interpersonal skills with the ability to communicate effectively, both verbally and written
6. Good organizational skills including the ability to prioritize and meet strict deadlines
7. Knowledge of web-based applications (Outlook, Word, Excel, Teams, Zoom etc.)
8. Ability to work independently and within a team environment
9. Ability to multi-task in a fast-paced environment
10. Travel required for conferences, tradeshow, industry association meetings and client events is required outside of regular business hours

#### **How to Apply:**

To apply for this position, go to ADP Workforce Now or click on the link below.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b4eec4ad-8517-4f1c-8de8-9ff1c971c20d&cclid=19000101\\_000001&jobId=439618&lang=en\\_CA&source=CC4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b4eec4ad-8517-4f1c-8de8-9ff1c971c20d&cclid=19000101_000001&jobId=439618&lang=en_CA&source=CC4)

Or, login to ADP click on Myself >Talent>Career Center select the job opening and then press apply.

**Equity, Diversity and Inclusion:**

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

**Accommodation:**

Exhibition Place is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.

We thank all applicants for their interest in this opportunity. However, only those selected for an interview will be contacted.