

The Greater Huntington Park Area **CHAMBER OF COMMERCE**

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ACCOUNT EXECUTIVE JOB DESCRIPTION

Summary

The Greater Huntington Park Area Chamber of Commerce is seeking a highly motivated individual to market and recruit major accounts for the organization's two major downtown events that every year draw hundreds of thousands of attendees. The events are the largest in Southern California that provide top marketing value to corporations or small businesses looking to create or build up their clientele and exposure.

Position Overview

Reporting to the Executive Director/CEO, the Account Executive will build a team members that will assist in achieving the overall goals to the downtown special events. Will serve as a liaison between the organization and a select group of clients. Major duties include selling corporate packages for Chamber Major Events, upgrading/cross-selling existing accounts, renewing accounts and providing superior customer service and support.

Responsibilities

- Establishes and maintains high-level relationships with marketing firms and corporations.
- Prepares proposals and contracts to present to CEO for final approvals.
- Managing the entire sales cycle from finding a client to securing a deal.
- Investigates competitor products, promotions and sales strategies.
- Conducts sales calls to follow-up on all accounts to ensure satisfaction with all agreements during sales process.
- Forecasts activities and sets performance goals accordingly.
- Provide market intelligence to CEO to identify product improvement areas.
- Suggest improvements that can be made to increase value of events.
- Respond to complaints and resolve issues aiming to customer contentment and the preservation of the organization's reputation.

Requirements

- Proven experience as an Account Executive, or in other sales/customer service role
- Knowledge of market research, sales and negotiating principles.
- Outstanding knowledge of MS Office, Adobe Acrobat and Photoshop.
- Excellent communication/presentation skills and ability to build relationships.
- Organizations and time-management.
- A business acumen
- Enthusiastic and passionate