**Sales Representative**

The Special Event Company (TSEC) is a strategic, creative agency producing award-winning meetings and events nationally and internationally for over 30 years.

**Sales Responsibilities:**

* Develop new clients through prospecting in the corporate and academic market
* Generate and qualify leads
* Make sales calls to new and existing clients, presenting Company’s services
* Conduct client meetings and presentations
* Cultivate effective business relationships with executive decision makers in key accounts
* Develop sales presentations and proposals for new business opportunities
* Develop and maintain a customer contact and communication database using SALESFORCE
* Perform client relationship follow-up to ensure customer satisfaction
* Follow sales process from prospect to presentation to close of contract
* Conduct research on new market opportunities
* Work with marketing and sales team on sales initiatives and activities
* Generate timely sales report activities to management

**Requirements:**

* 3 + years of previous sales experience in the corporate or hospitality market
* Strong knowledge and understanding of the regional Triangle/NC market
* Experience in cold calling and sales solicitation
* Self-starter and motivated to grow client base
* Ability to make effective sales presentations to small and large audiences
* Strong computer skills-(Microsoft Office Suite: Word, Excel, Power Point)
* Great communication skills a must, both written and oral
* Relevant event industry knowledge or experience preferred
* Experience with sales software - SALESFORCE

**Working conditions:**

* Willingness to work outside of normal office hours when necessary
* Must be flexible and adaptable to work in a fast-paced, high-energy environment
* Some physical activity is required at events

**Generous company benefits include:**

* Salary plus commission
* 15 days of annual leave in addition to paid holidays
* Retirement plan with corporate match
* Paid medical Insurance