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Account Executive - Sales

Sales

Dallas, TX, US

11 days ago

Requisition ID: 1012

**Position: Account Executive, Sales****FLSA: Exempt****Status: Full-Time (40 hours per week)****Location: Dallas, TX****Department: Sales****Direct Report: Assistant Director of Sales**

ABOUT Visit Dallas

Visit Dallas is an independent, not-for-profit organization comprised of professionals serving as the sales and marketing arm for Dallas. Our mission is to promote Dallas as the ideal business and leisure destination to the regional, national, and international marketplace, and to favorably impact the Dallas economy through conventions and tourism.

Our efforts have significantly increased awareness of Dallas locally, nationally, and internationally, and have resulted in Dallas being recognized as one of the top convention destinations in the nation and the number one visitor destination in the state of Texas.

SCOPE

The account executive will assist in implementing the Visit Dallas strategic plan by meeting goals set forth by the Vice President of Sales. The primary responsibility of this position is to efficiently sell, process, follow-up and service meeting business with 101-199 peak room nights. Room night performance is measured objectively by clearly defined indicators including definite bookings, lead servicing, account management activities, communication, customer relationships, and partner management. The candidate will be responsible for initiating frequent contact with clients who control the placement of their various meetings, conventions, conferences and trade shows.

ESSENTIAL RESPONSIBILITIES

- Responsible for CVENT leads from 101-199 peak rooms. This includes confirming receipt, converting leads, updating, and processing leads to definite status.
- Maintain and update CRM records for all leads 101-199 peak (i.e. traces, notes, accounts, leads, profiles) contact lists, individual calendar and conform to all sales administration practices and policies.
- Responsible for coordinating and executing site visits and entering complimentary services from our members in CRM for their market.
- Use of personal vehicle for Visit Dallas business as needed for site visits, meetings, airport transfers, delivery of client gifts, etc. Vehicle should be in working condition, well-kept, and must have 4 doors.
- Answer, screen and/or handle incoming telephone calls and emails efficiently and diplomatically with a confident, positive attitude and pleasant personality.
- Effectively use CRM platform to generate reports, searches, and update data. Create, proof, edit, and deliver flawless documents and departmental communications to external and internal stakeholders as well as presentations for Visit Dallas Sales Division to ensure all documents are in alignment with the Visit Dallas brand standards.
- Prepare Definite Booking Agreements and entering commitment summaries for incentives
- Service definite groups; submit member referrals based upon clients' needs as well as other bureau services (customized map, web page, PR requests)
- Effectively manage individual budget and report all expenses in a timely and accurate manner within Visit Dallas policies

ADDITIONAL RESPONSIBILITIES

- Assist in Bureau special projects/events to include but not limited to familiarization and site tours, travel arrangements, client/special events, sales calls/blitzes and tradeshow. Prepare sales kits, gifts, and reservations.
- Learn and become proficient with online/cloud-based programs and software such as but not limited to Zoom Video Conferencing, Dropbox, Office 365, OneDrive, Formstack, CloserConnect, Threshold 360 and Adobe Sign.
- Attend and participate in sales meetings, training programs and other

required meetings

- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Minimum of two years of sales and/or services experience in the hospitality field
- College degree preferred or equivalent hospitality industry experience

KNOWLEDGE, SKILLS AND ABILITIES:

- High level of computer skills, specifically Microsoft Office Suite.
- Attention to detail and problem-solving skills
- Candidate must be proactive, possess strong communication and organizational skills.
- Must be able to work independently in a fast- paced environment.
- Be able to set priorities and handle tasks correctly and efficiently.
- High degree of computer knowledge, general office skills, time management skills and accounting.

WORK ENVIRONMENT:

- Work is performed primarily in an office environment with hybrid option
- Sitting and/or standing for short or extended periods of time

The above information in this job description has been designed to indicate the general nature and level of work performance by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assign to this job.

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