



4100 W. 38th Ave, Suite 201
Denver CO 80212
303.623.1492

Job Description

SR. ACCOUNT MANAGER

Reports To: Vice President of National Accounts

Positions Reporting to This Position: N/A

Position Location: Las Vegas, NV

Position Purpose: Build relationships with clients, securing, maintaining, and growing relationships to earn business. Generate revenue for the company while maintaining the appropriate profit margin.

Essential Duties & Responsibilities:

- Sell Imprint services to new and existing clients
- Find new clients through relationships, connection calls and networking
- Conceptualize creative program ideas and proposals that are cost effective and promote client retention
- Develop and maintain knowledge of market trends, competition and customers
- Qualify leads that are given and react accordingly within due dates discussed with client
- Manage each client with integrity, timeliness and professionalism
- Must have strong follow up skills
- Responsible for overall program development according to specifications of client
- Creates, reviews and manages budgets for each proposal
- Fiscal management of your programs as it relates to the gross profit and overall revenue for the company
- Achieve and/or exceed your sales goal annually
- Develop and maintain supplier/partner relationships
- Review supplier agreements and negotiate as necessary prior to contract
- Generate client agreement with the responsibility of collecting payment and signature prior to operations hand off
- Operation and logistics for programs that have one variable contracted.
- Participate and perform site inspections and client meetings as requested
- Represent IMPRINT Group at community events and industry functions

Skills & Specifications:

- Experience and/or understanding of producing events in relation to food and beverage/décor/transportation/entertainment and production management
- Self-motivated, assertive individual with a passion to learn and treat his/her business like their own
- Detail oriented and ability to multi-task
- Creative and observant of latest trends in the event industry
- Exemplary verbal and written communication
- Proficient in computer skills (word, excel, powerpoint & outlook), creative writing and research
- Flexible schedule allowing for attendance at programs occurring outside of standard working hours
- Must be a team player and understand when to reach out and utilize the skills and knowledge of the Imprint Teams various departments

Education & Qualifications:

- Bachelor's Degree
- 5+ years in the event production industry
- Proficiency in Excel and Powerpoint

How to Apply: Submit cover letter and resume via e-mail to: Janelle Veres, Asst. General Manager, at hire@imprintgroup.com

Events with **IDENTITY**

info@imprintgroup.com | www.imprintgroup.com

