



ProExhibits seeks experienced Account and Project Managers

ProExhibits is a well funded highly respected exhibit and event company which has experienced significant growth for the past 22 years. Our company has been recognized as an INC 500 company and as one of the fastest growing companies based in Silicon Valley. Moving forward, we have an aggressive growth strategy designed to capture market share during the current down economy. We are rapidly expanding our capabilities and are uniquely positioned to take advantage of the current business climate.

The Position

We are looking for individuals with a passion for account/project management and customer service to join us as an Account Manager in our Sunnyvale headquarters. The ideal candidate will have experience with account management, sales support, inside sales, and possess strong customer service skills.

Responsibilities

- Develop and maintain deep knowledge of our clients, our market, our company and our products
- Handle all aspects of the account management process
- Track and report on activities through our sales software
- Deliver exceptional customer service and maintain strong relationships with clients
- Ensure that jobs comply with company policies
- Work with at least two sales professionals, assisting with quoting, contracts, and customer service
- Work closely and cooperatively with others on the ProExhibits team
- Profile new accounts and call on existing accounts
- Account manage new, existing, and house accounts
- Manage your clients' receivables
- Maintain the highest levels of ethics and professionalism

Qualifications

- In depth experience with Word, Excel and Salesforce; experience with any CRM a plus
- Knowledge of basic accounting processes and challenges
- Interest in prospecting and the sales cycle
- Exceptional client skills, with an emphasis on good listening and rapport building
- Ability to troubleshoot and problem solve
- High degree of initiative and self motivation and a strong desire to succeed
- Ability to thrive in an enthusiastic and dynamic team environment, along with a desire to make a personal impact on the company
- Willingness to learn on the job and desire to constantly improve
- Excellent written and oral communication and presentation skills, with good attention to detail
- Experience handling complex projects, time management and prioritizing tasks are a must
- Strong work ethic and professional maturity
- Unquestioned integrity and ethics

To apply for this job

To apply for this job, please submit resume to: recruiter@proexhibits.com and indicate the position you are applying for in the subject line.

Silicon Valley Headquarters

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