

Sales Executive/Operations Coordinator

New York City Company looking for motivated and energetic salesperson/Operations Coordinator to join its growing ranks. We are a full service Trade Show, event and meeting management firm providing complete conference, exhibition, sales, sponsorship development and registration services to professional associations and governmental agencies for over 30 years.

Sales Responsibilities:

- B2B sales experience preferably in an environment of cold-calling and self-generated leads, as well as previous client leads.
- Communicate and maintain relationships with key decision makers of small to medium size companies
- Prospecting, managing customer database, interacting with our team on other show aspects.
- Qualify leads, make cold calls when necessary
- Must be an excellent communicator via phone (well spoken) and email and display strong organizational skills
- Strong ability to develop a professional rapport, overcome objections, and persuade while maintaining a professional demeanor and presence
- Self-starter; must enjoy working in a sales environment

Operations Coordinator Responsibilities:

- Provide deliverable deadline guidance for logistics/IT/signage and ensure critical deadlines are communicated, tracked and met via a deliverables timeline
- Research, evaluate, negotiate and book event venues, exhibit space and hotel rooms
- Create event overview presentation, staff schedule and coordinate staff training
- Coordinate online event registration and attendee tracking
- Responsible for program management, including conference website maintenance, communicating with speakers and authors, arranging the schedule and proofreading the final program and proceedings
- Must be comfortable with frequent client interaction both face to face and via phone/email

Qualifications:

- 2-4 years' experience in sales is preferred BUT not required, undergraduate degree preferred
- Understanding and working knowledge of CRM programs, Sales Force, as well as all Microsoft Office programs
- Skilled at listening, understanding customer needs, articulating value proposition and negotiating
- High level of energy, self-motivation, competitiveness & strong organizational skills will make you successful in this position
- Creative problem-solver with ability to multi-task, manage multiple projects and meet deadlines in a fast-paced environment
- Self-starter with sense of humor and positive professional demeanor who requires little hand holding
- Adept at preparing and delivering presentations
- Ability to travel 10-30% to facilitate local, domestic and international events, as required

Compensation:

- Salary commensurate with experience
- Un-capped commission
- Full benefits offered
- 401k (matching after 1 year)

We are looking for organized individuals who are motivated to grow with our company. Must be articulate and have excellent communication skills. Please send note and CV to hr@pcm411.com

Principals only. Recruiters, please don't contact this job poster.

- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Palisades Convention Management, Inc. is a full service event, registration and meeting management firm. PCM is composed of a group of dedicated professionals who have event marketing, sales, corporate and managerial experience, as well as a true entrepreneurial experience. PCM has been providing complete conference, exhibition sales, sponsorship development and registration services to professional associations and governmental agencies for over 30 years.