



**JOB TITLE:** Account Executive - Business Development  
**DEPARTMENT:** Global Evento  
**REPORTS TO:** Dave Stone, VP of Sales  
**LOCATION:** Central West End in St Louis, MO  
**SCHEDULE:** 40+ hrs per week, may be required to work after hours  
**TRAVEL:** 50% during peak season

**ABOUT GLOBAL EVENTO:**

Global Evento is the leading luxury corporate gifting agency. We specialize in finding and distributing highly desirable products and experiences for organizations' important clients, employees and customers.

Our differentiator is that we are hospitality people *first*, that have access to luxury corporate gifts. We want to curate the perfect gifting solution for every client.

**MISSION:** Provide our customers with unmatched service, creativity and value through corporate gifting and gift experiences..

**ACCOUNT EXECUTIVE - BUSINESS DEVELOPMENT**

The Account Executive will develop new client relationships, uncover customer challenges and curate Global Evento solutions to help clients achieve their goals. A Global Evento Account Executive thrives in a creative, fast-paced and dynamic environment. Hospitality Industry experience is a strong plus, however not mandatory. Priority will be placed on business with direct corporate customers and non-travel related gifting programs and opportunities.

**JOB DESCRIPTION**

**SALES**

- Independently prospect new corporate clients, respond to requests and work closely with existing clients to develop, propose, sell and close gifting programs.
- Respond to incoming leads within 24 hours of initial inquiry.
- Work with Proposal Development to create creative proposals and solutions tailored to specific client needs and requests.
- Assist with preparation and implementation of annual sales plan.
- Establish positive and lasting relationships with clients
- Serve as lead sales staff for certain onsite programs.
- Upsell the client on Global Evento services when appropriate.
- Develop and maintain a comprehensive understanding of all Global Evento Services including pricing, descriptions, and theme events.

**CLIENT RELATIONS**

- Participate in industry opportunities including tradeshows and corporate direct prospecting.
- Maximize revenue by encouraging up-selling, creative planning and service offerings.
- Coordinate and lead sales calls when needed.
- Work with the operations manager on all programs that are booked and monitor client satisfaction with Global Evento's services.
- Maintain open and active communications with client program managers for each program
- Contact client after each program thanking them for their business and follow up on any concerns brought up



## **INTERNAL AND ADMINISTRATIVE**

- Participate in weekly one-on-ones, and sales meetings as deemed necessary
- Update Hubspot CRM Tool Weekly
- Independently and continuously monitor existing client's potential
- Ensure all program elements are confirmed as soon as program is contracted
- Meet and review all details with assigned operations staff
- Assist with client contact and familiarization as appropriate and necessary
- Remain available to assist with transition issues and program expectations throughout program planning and execution.
- Help conduct site tours alongside the operations manager as needed.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Enterprise Customer Mapping CRM Tools (Hubspot preferred))
- Experience with enterprise level accounts and client influence mapping.
- Proven ability to sell a Service vs product sales and upselling
- Computer software including Google Suite, Adobe & iOS Operating Systems

Skills and abilities:

- Writing: Develop written client proposals, contracts, and other written documents with minimal oversight and supervision.
- Speaking: Must be able to converse articulately and professionally with coworkers, vendors and clients on the telephone and in person.

## **EDUCATION AND EXPERIENCE**

Education: Completion of a bachelor's degree at an accredited college or university or equivalent work experience

Experience: A minimum of five to seven years experience in a service oriented sales position  
*An equivalent combination of education and experience may be determined acceptable by the organization to meet the Education and Experience requirements of this position.*

## **SUCCESSFUL CHARACTERISTICS**

- Highly organized, detail oriented and customer service oriented
- Process driven, self motivated and works well under pressure
- Desire to take ownership and a quick learner
- Able to manage clients and projects simultaneously
- Willing to pitch-in for tasks and jobs not directly "part of the job description"
- Willing to speak-up and ensure clients' success
- Wants to be a part of a highly motivated, growing company
- Solid sense of humor

## **PHYSICAL DEMANDS**

- Fully vaccinated/boosted and willing to follow COVID regulations and other CDC vaccination recommendations as they evolve
- While performing the duties of this Job, the employee is regularly required to lift and/or move boxes from 10 - 25 pounds. The noise level in the work environment is usually moderate.

**APPLICATION PROCESS** Interested candidates should submit a resume and any other relevant materials, to **Dave Stone** at [Careers@GlobalEvento.com](mailto:Careers@GlobalEvento.com).