



EVENT ENTERPRISES is looking to hire a well-qualified and experienced Sales & Project Manager. Details are as follows:

SUMMARY OF POSITION: Actively seeks out new selling opportunities and consequently achieves maximum sales profitability, growth, and account retention by effectively selling the company's products and/or related services. Simultaneously manages, coordinates, and oversees internal personnel and practices to successfully execute sold jobs and projects.

DUTIES & RESPONSIBILITIES TO INCLUDE, BUT NOT LIMITED TO:

Sales

- Establish, develop, and maintain business relationships with new customers
- Make telephone calls, in-person visits and walk thrus to existing and prospective customers
- Research sources for developing prospective customers and for information to determine their potential
- Develop clear and effective written proposals/quotations for prospective clients via initial walk thrus, outside vendor outreach, inventory assessment and proper cost analysis
- Expedite the resolution of customer problems and complaints
- Analyze focused market segment's potential and determine the value of prospective customers
- Supply management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services
- Keep current of product applications, industry trends, market conditions, technical advances, and competitive activities through the reading of pertinent literature and relationships with staff and outside vendors and customers

Project Management

- Coordinate and manage all personnel and stakeholder's involvement and responsibilities for assigned jobs
- Coordinate and facilitate delivery of all project objectives to all personnel and stakeholders involved
- Coordinate all warehouse and inventory staging for assigned jobs with Warehouse & Production Manager
- Serve as on-site/day-of contact for assigned jobs
- Oversee and confirm complete client satisfaction while executing assigned jobs
- Communicate and confirm all final billing of assigned jobs
- Communicate project and job "debriefings" with management and other key personnel

REQUIRED SKILLS TO INCLUDE, BUT NOT LIMITED TO: well organized, trustworthy, punctual, good people skills, leadership, customer service, problem solving, resourceful, team player, dependable, solid judgment, capable of performing under high pressure situations, flexible work hours



QUALIFICATIONS TO INCLUDE, THOUGH NOT LIMITED TO:

- Bachelor Degree in related field preferred
- 1-3 years of professional sales and project management experience
- Preferably industry related experience in a professional environment
- Proficient in Microsoft Office applications
- Professional social media management experience preferred
- Valid driver's license

Reports to company's Managing Director.

Travel potential does exist.

Position contains a base salary up to \$20/hr. plus commissions.

Both part time and full time possibilities exist.

Please email resumes/cover letters to jobs@evententerprises.com. Please no phone calls.

EVENT ENTERPRISES is a full-service event production and management company for corporate communications and live events. Serving the Greater Cincinnati region, EE maintains a long track record of producing numerous successful events that entertain, educate, and inspire. Areas of specialty include: Audio Production & Reinforcement, Video Projection, Lighting, Backline, Engineers, Technicians & Labor, Power & Generators, Staging & Rigging, and Technical Rider Fulfillment.