

Black Inc.

Job Title:	Sales Account Executive		
Location:	Sioux Falls, SD	Position Type:	Full-time
Level/Salary Range:	Salary or Base with incentives	Hours:	8-5, some weekends
Benefits Offered:	15 days PTO, 7 paid holidays, Aflac supplemental Ins., 3% matching retirement		
Expectations			
<p>Work duties and requirements will change as the company grows and change. Candidate will need to be flexible in adapting to changes. We are looking for an employee who will give 110%. We strive to find team players who want a successful career and to be a part of something and not just punch a time clock! Our goal is to get our staff where they want to be professionally and financially. Desired skills include: task oriented, organized, excellent computer and people skills, good on the phone, can handle responsibility, multitasks effectively, works well with little direction, can work on their own or with a group, is friendly and outgoing, creative, works efficiently, and has the desire to advance in their career. Our employees are our #1 asset. We are looking for those that want to make a difference in a growing company. Job hoppers need not apply.</p>			
Job Description/Duties			
<p>Job Purpose: To sell the services and products offered by Black Events & Advertising. Products include, automated marketing services, design and print products, social media management services, trade show booths, print ads, and more. Your responsible for tracking sales data; maintaining databases; preparing reports, setting meetings, etc. to meet sales goals. Develop and implement customer relationships for various trade shows, agency clients, etc. Assist with general office duties. Maintaining our contact management system to keep all information updated and current. Daily tasks vary greatly and we allow our staff to grow into their position finding and focusing on their strengths. Duties can and will change over time as you become planted at Black Inc.</p> <p>Marketing & Advertising – client relations, media, creative Sales – all things Black Inc., Cultivate marketing software Wedding Planner & GonnaGetWed.com – sales, writing, social media Trade Show Duties – sales of booths, print materials, banners etc</p> <p>Other Expectations:</p> <ul style="list-style-type: none"> • Updates job knowledge by participating in educational opportunities; reading trade publications, examining competitors, attending like events, participating in social networking and leads groups, etc. • Accomplishes organization goals by accepting ownership of responsibilities; accepting new and different requests of company and customers; exploring opportunities to add new products and ideas to enhance the value of current job description. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Sales, Customer Service, Ability to Meet Sales Goals and Gal Oriented, Can Multitask Effectively, Closing Skills, Strong Communication Skills, Extremely Organized, Customer List Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales, Creative and Design Understanding, Understanding of Direct Marketing, Process Improvement, Initiative, Organization & Multitasking, Coordination, Project Management & Planning, Reporting Ability, Self Directed, Initiative, Fast Learner. <p>We Offer:</p> <p>Salary or Base with incentive 401k Matching Insurance Plans as needed 3 weeks of paid time off to start & 7 paid holidays Lots of flexibility</p>			