

## **MPINCC JOB POSTING FORM**

Please fill out the Job Posting form in a Word document, and email to info@mpincc.org. Job Listings will remain on the Job Board for 30 days or until you cancel the listing. Be sure to fax in payment form provided. Listing will become active within 24 hours of payment. Please follow format below for consistency.

### **JOB INFORMATION**

**Position Title:** Account Executive

**Date Available:** Immediate

**Company:** Enterprise Events Group, Inc.

#### **Brief Description of Company/Position:**

Enterprise Events Group (EEG), incorporated in 1995, is regarded as a high quality, value leader in the event management services industry. We are a smaller, independent company headquartered in San Rafael with a sound base of Fortune 500 companies. EEG has been actively involved in the implementation of meetings, conferences and incentive programs for some of the top companies on the West Coast.

#### **Responsibilities:**

The Account Executive manages all new sales opportunities by developing the outside sales effort, forecasting future sales, and implementing a sales strategy on behalf of the company, in coordination with the company's direction and focus.

Responsibilities include:

- Manages the pre-sale execution (generating leads and calling upon potential clients) and oversees status and follow through of all potential new business.
- Develops and presents new business leads to Officers, analyzing initially for accountability of lead.
- Manages components of Research and Development, Web Development, and Creative Services in terms of new business proposals.
- Works directly with New Business Development Planner in the planning, implementation and execution of proposals. Delivers these presentations to new business clients.
- Head bi-monthly Sales Meetings
- Identifies and coordinates appropriate resources needed to execute sales goals including program operations, contracts, and finances.

#### **Qualifications Required:**

In order to be successful in this role, our qualified candidate will possess:

- Minimum of 5 years in either the event management, hotel or destination management business.
- Strong business acumen and exceptional judgment when selling our services and in all dealings with customers, vendors, and employees.
- Ability to self-direct and self-motivate focusing on sales and implementation of company vision.
- Accomplishes stated yearly sales goals through:
  - Creativity and ingenuity
  - Managerial competence
  - Leading and managing change in self and others
  - Assessing strengths and weaknesses of competitors
- A network of developed contacts/customers within our industry
- Impeccable work ethic and professionalism

#### **Education:**

Bachelor's or Master's degree

#### **Salary Range & Benefits:**

DOE

**Location of Position:**

San Rafael, California

**Is a Relocation Package Available:**

No

**To Apply Please Contact:**

Please apply only via e-mail for this position to [careers@eeginc.com](mailto:careers@eeginc.com).

**Additional Information:**

Please visit our website for more exciting information about EEG at <http://www.eeginc.com>

**Please contact the MPINCC office if you have any questions.**

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