



Sales Account Executive

Job Description

Are you a naturally gifted communicator who excels at relationship building and thrives on multitasking? Do you have a passion for coordinating team efforts and overseeing projects to completion to help clients achieve their vision? Are you annoyed anytime you hear someone say, “that’s not in my job description”? Are you a team player who knows how to achieve ambitious goals and gets the job done right – whatever it takes? Do you want to be part of something that’s bigger than yourself – and have fun doing it?

Las Vegas-based Total Show Technology is looking for a Sales Account Executive who will serve as a TST ambassador to sell and coordinate audio visual production services, rentals, and labor. The right candidate will know our business inside and out, contributing to TST’s success in serving current clients, developing new business, and helping TST grow into new markets. This person will report to the company president.

What Skills and Experience Do You Need?

- Set and achieve measurable sales goals and plans to achieve those goals.
- Produce and maintain accurate client lists for all markets where audio visual rentals may be used.
- Listen well and determine client and prospect requirements and then develop and present proposals.
- Make cold calls and follow efficient systems for follow up with prospects and customers.
- Grow client and prospect relationships while upselling and cross-selling TST services and solutions.
- Write orders, create correspondence, and produce presentations for prospects and clients.
- Coordinate shows and labor. Produce equipment flow sheets and quotes for jobs as needed.
- Review completed work orders and produce client and subcontractor billing.
- Record activities in the CRM system, create business transaction reports, and keep expense accounts.
- Take advantage of networking opportunities and entertain clients and prospects, as appropriate.
- Travel locally and nationally to make presentations, attend industry meetings and conventions, supervise jobs in progress, and follow up with clients post-show to discuss future needs.
- Willing to define, practice and conform to safe working procedures.

What Else Is Required?

- High school diploma or equivalent; degree preferred.
- Minimum 3 years sales experience within the audio visual industry.
- Current OSHA 10-Hour General Industry Safety card.
- Organizational skills, ability to manage details and many moving parts, desire to learn and grow.
- Willingness to energetically and consistently cold call and solicit new business.
- Willingness to work beyond regular work hours and weekends as needed.
- Willingness to serve as a TST brand ambassador who always looks and acts the part, treats clients with courtesy and respect, and represents TST in a professional manner.
- Working knowledge of Microsoft Office Suite (Outlook, Word, PowerPoint) and Internet applications.
- Legal authorization to work in the United States.

Why Join Our Team?

TST is the total show production solution for anyone who hosts, plans, manages, or produces events, meetings, and trade shows. We own the Pacific Southwest market and travel with our clients all across the country. Our clients have relied on us to deliver audio, video, lighting, equipment rental, and show production for conventions, corporate meetings and events, and trade shows since 1996.

Our clients tell us we have the best staff in the industry. We agree. We hire and retain conscientious, service-oriented staff who help our clients’ shows go off without a hitch and always make them look good. In an industry where almost anything can go wrong, our team makes sure everything goes right.