



Position Announcement Account Executive (Sales Manager)

Position Overview

Meet Chicago Northwest is seeking an energetic and creative person to join our team.

Reporting to the Director of Sales and working as a member of a four person sales team. This position is responsible for aggressively researching and qualifying potential customers that might bring group business to the convention center, hotels and group meeting venues in the Chicago Northwest region. The position will actively contact potential customers through telemarketing, emailing, trade events, sales trips, appointments, newsletters and other methods. Work with the sales team on research and appointment setting projects.

The Account Executive will have responsibility in the Association, Corporate and SMERF markets.

The ideal candidate:

- Enjoys the challenge of telemarketing.
- Is able to perform online research to identify potential customers
- Is comfortable in electronic and face-to-face sales situations.
- Disciplined in managing time.
- Thrives on being a member of a fast-paced team.
- Excels in written, oral and presentation skills.
- Proficient in Microsoft Office applications.
- Comfortable using social media.
- Has data entry skills or experience.
- Experience in hospitality or meetings related industries, a plus.
- Previous telemarketing & sales experience, a plus.
- Experience with CRM data management systems, a plus.
- Be willing to work a flexible schedule.
- Independent local & national travel is involved.

About Meet Chicago Northwest

Meet Chicago Northwest is a non-profit corporation that is the official Convention & Visitors organization for the eight vibrant communities located in the Chicago Northwest region. Our mission is to make an economic impact for our communities through tourism by bringing individual and group travelers to our region through direct promotion and marketing. Our service region includes 62 hotels, 25 major attractions and over 400 restaurants.

Learn more at www.ChicagoNorthwest.com

- Meet Chicago Northwest is an Equal Opportunity Employer.
- Relocation assistance is not available.
- Interested candidates, please submit a resume with cover letter and salary requirements to dparulo@chicagonorthwest.com
- No phone inquiries, please.