

## Professional Exhibits & Graphics seeks experienced Account and Project Managers

Professional Exhibits & Graphics is a leading supplier of tradeshow exhibits and events. Our exclusive products and services dramatically improve the life of Marketing, Event, and Human Resource Managers by reducing the amount of logistics required internally while increasing their return on investment. Our clients are primarily V.P.'s, Directors, Marketing, Event, and Human Resource Managers who seek to improve their image in the market while enhancing their brand.

### The Position

We are looking for a person with a passion for account/project management and customer service to join us as an Account Manager in our Sunnyvale headquarters. The ideal candidate will have experience with account management and have strong customer service.

We expect people on our team to handle the logistics of accounts from assisting on calls, to placing orders, to customer support. The people who have had the most success at Professional Exhibits & Graphics exhibit great communication skills, are detail oriented, show strong initiative and a desire to succeed, and maintain unquestioned integrity in their dealings with others. They also have deep knowledge of our products and the market and are constantly seeking to improve upon their abilities and results. Successful Account Managers at Professional Exhibits & Graphics exceed their customer service requirements on a regular basis – and get rewarded accordingly.

### Responsibilities

- Develop and maintain deep knowledge about our clients, our market, our company and our products
- Handle all aspects of the account management process
- Track and report on activities through our sales software
- Deliver exceptional customer service and maintain strong relationships with clients
- Ensure that jobs comply with company policies
- Work closely and cooperatively with others on the Professional Exhibits & Graphics team
- Work with at least two Account Executives
- Profile new accounts and call existing accounts
- Account Manage new and existing accounts
- Manage their clients' receivables
- Maintain the highest levels of ethics and professionalism

### Qualifications

Many types of people have been successful at Professional Exhibits & Graphics. However, we believe the following experiences and capabilities would qualify someone for this position:

- In-depth experience with Word and Excel. Experience with a contact management system is a plus
- Knowledge of basic accounting processes and challenges
- Interest in prospecting and the sales cycle
- Ability to thrive in a small, enthusiastic and dynamic team environment, along with a desire to make a personal impact on the company
- Exceptional client skills, with an emphasis on good listening and rapport building
- High degree of initiative and self-motivation and a strong desire to succeed
- Willingness to learn on the job and a desire to constantly improve
- Excellent written and oral communication and presentation skills, with good attention to detail
- Experience handling complex projects – time management and prioritizing tasks a must
- Strong work ethic and professional maturity
- Unquestioned integrity and ethics



## To apply for this job

To apply for this job, please submit resume to: [recruiter@proexhibits.com](mailto:recruiter@proexhibits.com) and indicate the position you are applying for in the subject line.

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