



Global Convention Services is currently seeking a result oriented individual to join our team as a Senior Account Manager in our Calgary, AB office.

Global Convention Services Ltd. is a family-owned event decorating company, operating since 1989, with seven branches in 5 provinces across Canada. The core of our business features, but is not limited to, trade show décor, event furniture, event electrical distribution, event printing and signage, material handling, shipping, customs and brokerage, and display installation and dismantle services.

The Senior Account Manager role will plan, develop, implement, and oversee company initiatives and projects, while working hand in hand with the operations and event staff on a daily basis.

Key Responsibilities

- Corporate Account Management - Establish and maintain effective working relationships with all clients related to designated projects and ensure a high level of client satisfaction is achieved. Customer focus is a must. Negotiate contracts and prepare quotes for existing clients. Oversee revenue management and provide reporting to management.
- Sales Prospecting - Develop and maintain a database of qualified leads through proactive selling activities including direct mail, email marketing and industry associations networking. Provide client proposals as needed.
- Project Management - provide leadership to Operations team during project planning and execution ensuring a high level of customer satisfaction during the process.

Skills and Experience Required

- Minimum 5 - 10 years of relevant management and/or sales experience demonstrating ability to manage and increase business relationships.
- Completed post-secondary education considered an asset.
- Experience with a highly multi-tasked environment.
- Organized with effective time management skills.
- Ability to function under flexible work hours and travel schedules.
- Articulate, excellent interpersonal skills.
- Valid driver's license.

If you are looking to be a part of Canada's premier event decorating company, and join our family from coast to coast, please send your resume to Careers@globalconvention.ca . Although we appreciate all applicants, only those selected for an interview will be contacted.