



Account Manager

Ottawa Convention Centre, Canada's Meeting Place, is a provincial crown corporation. Our culture is defined by a singular focus on realizing our Vision of "Inspired People Creating Extraordinary Events"... and by living our Shared Commitments whereby the full potential and ambitions of our colleagues and guests are achieved. The hallmarks of our Culture are strong and responsible leaders, empowered Colleagues and loyal Guests. We are looking to recruit an **ACCOUNT MANAGER** to join our Sales Team. This position will be responsible for generating sales and booking space from new and existing accounts in the Canadian convention market segment of our business. Passion, experience and an excellent track record in revenue generation and sales are a must.

Duties & responsibilities include:

- Prospecting and qualifying leads to build a client base and generate revenue growth
- Meeting pre-determined revenue targets, while managing and fostering professional client relationships
- Monitoring research trends in assigned markets
- Coordinating a market strategy relevant to the account sector in consultation with the Associate Director of Sales
- Implementing creative client promotions, designed to increase and retain client base for the OCC
- Developing channel partnerships with industry contacts
- Generating creative sales proposals that combine and satisfy underlying client needs as well as logistical requirements
- Generating creative sales proposals that combine food, beverage, space and other services
- Prospecting and qualifying leads to increase and service client base
- Conducting site tours of the OCC for clients
- Participation in industry organizations and representing the OCC at market and industry association events

To be successful in this role, you will:

- Be well organized; able to set priorities and meet deadlines
- Have the ability to work in a high pressure, high volume environment
- Be dependable and responsible; willing to take the initiative in the workplace
- Possess excellent time management skills and multitasking ability
- Have the ability to present a professional image of the OCC
- Be available to work irregular hours on occasion

Applicants must have post-secondary education in a related field. A minimum of three years of sales experience in the professional service sector, meeting and convention market or relevant related industry is preferred. Fluency in both official languages is also preferred. Computer literacy with a sales and contact management system is preferred and superior interpersonal, written and verbal communication skills are required

This position is open to all qualified candidates. If you are interested in this position, please submit your resume by January 31, 2012 to zlomer@ottawaconventioncentre.com or mail it to:

Ottawa Convention Centre
Attn: Zoe Lomer
55 Colonel By Drive
Ottawa, ON K1N 9J2