



Sales Associate

Job Description

The Sales Associate position at JAC Management Group fulfills an important role in all the JAC Management buildings; to not only gain new advertising, sponsorship, and corporate entertainment clients, but to also effectively maintain client relations as the main liaison between building clients and the building.

The Sales Associate will be responsible for the following areas:

- **Sales Planning and Prospecting-** *The ability to organize a strategic plan to target new clients, business categories, and/or sales initiatives.*
- **Sales and Sponsorship Inventory Creation, Strategy, and Presentation-** *The ability to identify, create, and present potential sales inventory for advertising and sponsorship packages. Additionally, the ability to execute the sales process from prospecting to presentation to finalizing new sales.*
- **Sales and Sponsorship Activation-** *The ability to manage activation of all sponsorship and advertising deal points-including gathering creative assets from client, overseeing the mock-up approval process, managing the production timeline, managing the installation/execution of all collateral, and executing the inner-office portion of the contract (i.e. appropriate filing, signatures, and updating inner-office spreadsheets).*
- **Client Relations and Communication-** *Must be able to effectively and proactively communicate with clients while demonstrating sound problem-solving skills and offering reasonable solutions to client concerns/problems. Must also be able to build a solid client rapport.*

- **Maintenance of Accounts-** *Proactivity in checking sponsorship inventory and advertising signage (i.e. making certain signage is in proper working order throughout contract term, correct logo placement and updates throughout contract term, continuation of execution of in-event activation). Responsibilities also include updating the COI and renewing client contracts.*
- **Premium Seat Coordinator-** *Manage and accept all ticket orders, questions, and requests from sponsors, club seat holders, and suite holders.*
- **Sales and Marketing-** *Must work with Marketing department on sales initiatives and show announcement schedules*
- **Other Duties as Assigned**

Skill Requirements/Experience

JAC Management Group seeks a Sales Associate who demonstrates excellent interpersonal communication skills, organizational skills, and is a self-motivated individual.

The candidate should have experience in customer service, possess strong written and oral communication skills, and excel in interpersonal communication situations. The candidate should be self-sufficient with pragmatic problem-solving skills and be able to operate with moderate supervision. The job will require weekend, evenings, and possible holidays. A degree in Communication, Marketing, Public Relations or Advertising is preferable but not required. Candidate should be proficient in Excel.

Interested Applicants:

Send cover letter, resume and list of three or more references to careers@jacmg.com by Friday, October 11 at 5 p.m.