

ACCOUNT ASSOCIATE

Position is with the Account Management team located in Washington, DC and reports to the CSI DC Director of Sales.

The Account Associate is a highly-motivated college graduate or someone with equivalent experience, who has exceptional organization skills and who thrives working as part of a sales team. The Account Associate will help convert leads to sales through the development of creative proposals, presentations and site itineraries while performing core administrative functions to assist Account Managers. This position also requires meeting a monthly sales goal. The Account Associate is a member of the Sales team working to reach revenue goals, operating small to medium sized programs, taking care of requests from CSI's in-house hotel clients, in addition to fulfilling ad-hoc tasks requested by the President and General Manager where necessary. The employee's primary objective is to: *Create an exceptional experience, every time.*

CORE RESPONSIBILITIES:

- Coordinates the Sales team in the development of creative, compelling proposals.
- Researches and organizes information pertaining to new venues and activities in the region.
- Develops site itineraries and ensures flow for the Sales team.
- Manages client and hotel gift inventories and other vendors as needed.
- Remains current on industry trends, local openings, new ideas and happenings.
- Participates in internal training opportunities.
- Assists onsite with local program operations, as needed.
- Creates accurate, up-to-date documentation using an established business file and database.
- Assists Account Managers.
- Performs other tasks as assigned by the Executive team as the position continually evolves

EXPERIENCE & REQUIRED SKILLS:

- A bachelor's degree from an accredited college or university is required, but may be substituted with equivalent work experience.
- Entry level position with minimum 1 year of coordination experience preferred.
- Proposal writing or event management experience, preferably on the supplier side. DMC experience is highly regarded.
- Well-developed grammar and literacy skills.
- The ability to listen closely and articulate confidently in meetings where client decision makers and their teams may be present.
- An organized work ethic, with a proactive approach to completing tasks and maintaining accurate records.
- The demonstrated ability to multi-task and prioritize competing work needs.
- Visually creative with an aptitude for CSI proposal products (MS Publisher, PowerPoint).
- Able to work autonomously yet collaborate as part of a team on workflows.
- The ability to maintain a schedule appropriate to the needs of a workplace and industry which includes nights and weekend work on an as needed basis.
- Ability to learn new software introduced at CSI (knowledge of Salesforce a plus).
- Must be eligible to work in the U.S.
- Must be eligible to travel domestically and internationally.

Please Note: This job description is intended as a general summary of the position; however, the individual will be expected to perform any functions or responsibilities that may be assigned from time to time. The functions and responsibilities of the position may change over time, in special circumstances, or on an individual basis. This job description is not intended to limit or otherwise affect the work to be performed or assigned.