Enterprise Events Group
Job Description

Title: Account Specialist

Reports To: Supervisor

Subordinates: None

Classification: Full-time. Exempt.

Position Summary: The Strategic Account Specialist is responsible for the pre-planning of programs, production of pre-sales / pre-program transition documentation and general support of the account in conjunction with the Account Director. This position is responsible for identifying client event needs and executing account responsibilities for the account. The Strategic Account Specialist works alongside the Account Director; closely with all Departments from sales management through event execution.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to contain a comprehensive listing of the activities, duties, or responsibilities required of the position; additional activities, duties, or responsibilities may be assigned.

1. Responsible for Salesforce Event Generator in tandem with Account Director
2. Develop client Schedule of Payments
3. Develop program documents, as necessary to include:
   i. Diagrams
   ii. Evening Event Show Flows
   iii. Program Agenda
   iv. PSD Template
   v. POE Content
   vi. Food and Beverage Grid
   vii. Function Space Grid / Maps
   viii. Timelines
   ix. VIP Grid
   x. Shipping Instructions
   xi. Site Inspection Documents
   xii. Website Content
4. Review all contracts and develop cancellation grid based on all contract term
5. Orchestrate file turnover to Internal EEG team at transition meetings
6. Responsible for tracking account activity in Salesforce
7. Request Travel Staff for programs within assigned Accounts
8. Assist with program costing, planning and program development in conjunction with Account Director
9. Assist with RFP process with vendors or DMCs and formatting in EEG templates for client review
10. Conduct sales site inspections and adjust budget and itinerary accordingly when necessary
11. Attend pre-program walkthrough meetings with Event team for all programs.
12. Attend on-site program operations when / if applicable
13. Attend internal team and external client debriefs.
**Required Travel:** This position requires travel up to 25% 

**Environment and Physical Demands:** This position operates in a professional office environment, using standard office equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl.

**Competencies:**

1. Strong communication and interpersonal skills.
2. Customer service orientation.
3. Financial management.
4. Initiative.
5. Solutions oriented.
6. Time management.
7. Project management.
8. Initiative.
9. Proactive.
12. Well-versed in Microsoft Office.

**Education and Experience:**

Required:

1. Four-year college degree or related work experience
2. 0-3 years of experience (internship experience applicable) in project and/or event/meeting planning or hospitality.

**EEG is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination.**

My signature indicates I have reviewed this job description and understand the requirements, functions, and duties of this position.

________________________________________________________________________

Employee Printed Name

________________________________________________________________________

Employee Signature ___________________________ Date __________

________________________________________________________________________

Supervisor Signature ___________________________ Date __________