

Job Title: Sales Representative

As a Sales Representative, you will play a vital role in driving revenue by identifying and securing new clients, managing relationships, and promoting our event services. Generating leads will be a major part of your position. You will collaborate closely with our event planning and marketing teams to ensure a seamless client experience from initial contact to event execution.

Key Responsibilities:

- Attracting, persuading and negotiating new brand partnerships by pitching sponsorship packages and building strong relationships with corporate brands and vendors; ability to close deals
- Pitching stories to media outlets to gain press coverage through press releases and interviews for events
- Attend networking events and industry expos to build a client base and also seek potential event attendees
- Prepare proposals, agreements, and sales reports
- Tracking results; manage personal guest list
- Coordinate with the event assistant to ensure client requirements are met; ensuring a seamless client experience
- Support onsite events by engaging with guest and acting as a personal host; act as a brand ambassador to enhance the company's visibility

Qualifications:

- Proven sales experience; ability to negotiate effectively
- Excellent interpersonal and communication skills (verbal and written)
- Ability to build relationships with clients
- Excellent presentation skills
- Capable of working under pressure and meeting deadlines
- Extremely organized and punctual
- Established connections in the community; robust network of contacts

Bachelor's degree in business is preferred but not required

Employment Type: Part-time (remote)

Pay: 10% commission starting rate (3-month evaluation with a raise)

Schedule: Once a week Zoom meeting; available the week of events

Send resume to CHEvents.Events@gmail.com