



January 17, 2017

Job Title: Social Account Manager
Employment Type: Permanent Full-time
Reporting To: Sales & Marketing Manager
Start Date: March 6, 2017
Salary: Base salary plus bonus

General Summary:

As a Social Account Manager your focus will be to achieve maximum sales growth, profitability and account penetration within assigned venues and other areas of business by effectively selling the company's products and/or related services within the Weddings and Social Entertainment Division. Working with both clients, event planners and venue managers, you will:

Duties and Responsibilities

- Devote business time and energies to the business and affairs of the company.
- Prospect, present, and follow up on all sales opportunities and goals for assigned venues.
- Maximize relationships with each venue to increase capture rate of all social entertainment opportunities.
- Devote a percentage of time to developing new business opportunities in the staging division outside of assigned venues.
- Establish and implement the appropriate sales strategy to penetrate markets and meet and exceed targets.
- Maintain and manage company software programs in order to perform day-to-day business.
- Manage costs to maximize profitability for each sale.
- Complete administrative paperwork, reports and assist others as needed in order to execute successful sales.
- Attend internal sales / strategy meetings, staff events
- Attend association events, tradeshow, wedding shows and venue open houses to promote bb Blanc services.
- Exercise security measures to insure bb Blanc premises & inventory is secure at all times.

Qualifications and Requirements

- 3-5 years sales experience and Post-Secondary degree/diploma or equivalent.
- Experience in the wedding/hospitality industry preferred.
- Sound knowledge of customer services principles and sales processes.
- Knowledge of business administration and sound computer Skills.
- Must possess excellent organizational skills with the ability to prioritize time sensitive deadlines and conduct oneself professionally at all times.
- Must be able to work a flexible work schedule including days, nights and weekends, with some travel required.
- Valid Driver's License.

Please direct all inquiries and submit resume/cover letter to Mark Awad, Sales & Marketing Manager
mawad@bbblanc.com.

bb Blanc Inc.
101 Innovation Drive, Suite 5
Woodbridge, ON L4H 0S3
416-360-0440
www.bbblanc.com