

**Spurs Sports & Entertainment
AT&T CENTER**

POSITION TITLE: Group Sales Account Executive
DEPARTMENT: GROUP SALES

FLSA: Exempt
PAY LEVEL: Sales II

REPORTING RELATIONSHIP:

REPORTS TO: Group Sales Manager
DIRECT REPORTS: None

POSITION SUMMARY:

This position will be responsible for further developing, maintaining, and increasing Group Ticket revenue for the San Antonio Spurs, San Antonio FC, and AT&T Center Family Shows and/or Events with a strong focus on relationship sales and customer retention. This person must provide extensive customer service and continual development of relationships with customers, co-workers, and corporate sponsors. Base pay will include an annual salary and commission. This position must support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, and innovation.

In every position, each employee is expected to: demonstrate alignment with SS&E's core values and mission, collaborate with internal/external family members and demonstrate ongoing development.

KEY AREAS OF RESPONSIBILITY, JOB METRICS AND COMPETENCIES: (5 MAXIMUM)

List the key functions, tasks and responsibilities the employee in this position is expected to consistently demonstrate. Expand on how you expect the employee to accomplish the following KRA's for the role or what tools they are expected to use.

1. Generate, Develop, and Maintain new and ongoing business and sales relationships.
2. Implement and Demonstrate outbound sales efforts by using sales and services best practices, prospecting, networking, lead generation, and data capture and personal database management.
3. Develop and Attain personal strategies, procedures, and goals to increase sales for SS&E Properties while committing to on-going sales training and development of best sales practices.
4. Greet, Support, and Serve current and potential clients daily and at games.
5. Assist and Support the Group Sales Manager with all aspects of promoting and managing all SS&E Franchise properties and other department responsibilities.

JOB COMPETENCIES: (3 MAXIMUM – BASED ON LOMINGER COMPETENCIES)

In this position, the following competencies will contribute to the employee's success:

Customer Focus, Listening, Negotiating

MINIMUM QUALIFICATIONS AND ESSENTIAL FUNCTIONS:

- 2+ years of previous sales experience.
- Basic understanding of CRM.
- Proficient with Ticket Master Archtics Ticketing System preferred.
- Ability to work flexible hours including, evenings, weekends, some holidays & event nights.
- Understanding that 80% of job function would be able to be performed remotely and 20% of work needed to be performed onsite including events.

Group Sales Account Executive

- Reliable transportation to attend both sports and client centric events.
- Proficient in Microsoft Office, Excel, Word, Power Point and other computer skills required.
- Ability to prioritize multiple tasks and support multiple high level positions.
- Must have high level of interpersonal skills to handle sensitive and confidential situations and information while demonstrating poise, tact and diplomacy.
- Strong teamwork aptitude and customer services skills required.
- Strong oral and written communication skills.
- The ability to work independently and coordinate multiple tasks.
- Stand/Sit/Walk for long periods of time.

****SS&E is an Equal Opportunity Employer****

Nothing contained in this job description is intended to be a contract of employment, nor does any information contained herein represent a guarantee of employment for a specific duration. Your employment with SS&E is "at will", which means that either you or SS&E may terminate the relationship at any time.

INTERNAL SS&E CORE COMPETENCIES:

All SS&E employees are expected to consistently develop and attain the following:

ORGANIZATIONAL COMPETENCIES
1. Customer Focus (External <i>and</i> Internal Customers) Skilled: Dedicated to meeting expectations and requirements of customers; acts with customers in mind; establishes effective relationship with customers; gains respect and trust
2. Contributes to Team Performance Skilled: Shares wins/successes with larger group; fosters open dialogue; defines success in terms of whole team; helps foster feeling of belonging on team.
3. Personal Learning Skilled: Knows personal strengths/weaknesses and continually seeks opportunities to learn and develop; picks up on need to change behavior quickly; seeks feedback and adjusts.

_____ Employee Printed Name	_____ DATE
_____ Employee Signature	_____ Manager PRINTED Name