



Sales Executive Job Description

Highway 85 Creative is a national full-service custom in-house production company. We create impactful spaces. Our team has been building brand experiences since 2005. We are recognized as an expert in retail, office and trade show environments and graphics. Our clients span the globe including Harely Davidson, State Farm Stadium, Honeywell and PetSmart to name a few.

Our Core Values

We believe in a thankful approach – we give more than we take. We take extreme ownership of our craft. We foster a collaborative & energetic work environment. We go pro – we do it the right way. We Value teammates' individual strengths & input.

The right candidate is a go-getter who is self-motivated. Thrives in a fast-paced, high energy environment and must be able to pivot. Oh, did we mention they like to have fun!

Join us and we will create cool sh!t ... **together!**

The **Sales Executive** creates and cultivate new relationships with prospects and existing clients. You serve as the client's main point of contact on a day-to-day basis, ensuring that projects are delivered on-strategy, on-budget and on-time. Reporting and working closely with the Director of Sales & Marketing to engage and entertain top clients regularly. Success looks like setting client expectations, managing complex timelines, meeting deadlines, and proactively working with leadership to resolve any issues.

Results you own

- Effectively communicate Highway 85 offerings through presentations and media.
- Meet individual sales targets quarterly and annually.
- Understand the Macro and Micro goals of highway 85.
- Always foster a collaborative and energetic interactions with your peers.
- Responsible for discovering and mapping out client goals and objectives.
- Own and execute client projects from start to finish.
- Appropriately set and manage timelines for projects.
- Regularly initiate and manage all client correspondence, including estimates, quotes, change orders and invoices.
- Provide timely and ongoing budget management and reporting.

- Communicate to client status of projects, delays or challenges in a timely manner.
- Set and conduct quarterly business reviews with clients.
- Schedule and coordinate brainstorming and ideation sessions as needed.
- Read and review industry trends and topics.

Required Skills/Abilities

- Possesses excellent oral and written communication and professional demeanor.
- Strong work ethic, initiative, and follow-through.
- Ability to proactively make decisions and anticipate issues and needs before they arise.
- Outstanding organizational and time management skills.
- Demonstrate effective problem-solving skills.
- Ability to learn and adapt to team dynamics.
- Proficient in Microsoft Suite (Excel, Word, PowerPoint, etc.).
- Knowledge of and familiarity with Google Suite (Docs, Sheets, Slides, etc.).

Education and Experience

Previous sales experience - 3-5 years

Highway 85 Creative benefits

Salary and commissions

Medical & Dental

Paid holidays, sick time and PTO

Clifton strengths led organization