



JOB POSTING

Account Manager

Circa specializes in professional destination management services supporting conventions, corporate meetings, association conferences, non-profit organizations, and other group gatherings of all types and sizes.

We produce custom events with precision and flair, orchestrate smooth logistical operations for large groups, capture and convey the authentic spirit of all the unique destinations in which we operate, and manage programs from their outset through to completion.

Throughout every program, we endeavor to make discovery, inspiration, excitement, engagement and entertainment part of our guests' journey.

Account Manager

Primary Responsibilities:

- Research, develop and maintain business relationships with supplier/partners.
- Assist performance team in the continuous development of new products and services and innovative program elements. This includes keeping destination tariffs current.
- Provide support to Account Executives and performance team by assisting with proposal development, cost preparation, and supplier partner communications to obtain and confirm pricing, availability and reservations.
- Track status of upcoming programs and gather requested program information to assist the performance team with program elements, such as confirming vendors and field staff.
- Assist performance teams with advancing venues and ability to serve as onsite point of contact for suppliers and field staff.
- Coordinate field Staff scheduling, confirming availability as well as updates to field staff database.
- Assist performance teams with completion of paperwork including pre-program planning and invoicing.
- Operation of assigned programs, including communication with clients, scheduling and confirming suppliers, handling costing elements, program close out, etc.
- Produce program summaries/deposit invoices, service agreements, and related correspondence.
- Provide backup support to Accounting Department by assisting with payment tracking and spreadsheet updating.
- Handle assignments such as sending supplier thank you and gifts, maintain up-to-date transportation partner fleet inventory and pricing grids, and other activities as assigned.



JOB POSTING

Account Manager

Qualifications

- Possess proactive and analytical problem-solving skills.
- Ability to work in a team environment.
- Ability to work flexible hours; including general office hours, weekends, frequent evenings, and some holidays.
- Ability to work within deadline constraints and set priorities.
- Possess a professional manner and appearance when representing Circa DM
- Ability to perform multiple projects simultaneously and prioritize responsibilities and work assignments.
- Strong computer knowledge including database, Microsoft Office - Word, Excel, PowerPoint, etc. Knowledge of Viper a plus.
- Ability to communicate effectively and professionally through email and phone with clients, suppliers, and field staff.
- Previous destination management, events, or hospitality experience strongly preferred.
- Physical Demands: This job may require lifting up to 50 pounds.

Locations:

Remote position / preferred locations

- South Florida (Miami, Ft. Lauderdale, Naples, Marco Island, Ft. Myers)
- Orlando
- DC/Mid-Atlantic
- Texas (Dallas, Houston, San Antonio, Austin)
- Arizona (Phoenix, Scottsdale, Sedona, Tucson)
- Southern California (San Diego, Palm Springs, Los Angeles)