

ACCOUNT EXECUTIVE



JOIN AN AWARD-WINNING RIVER NORTH CHICAGO INTERIOR DESIGN FIRM

If you are passionate about client relationships and thrive in an exciting, fast-paced environment, The Childs Dreyfus Group is for you. Account executives support the entire client experience through interaction with the design team, logistics team and clients, and should understand, manage and clearly communicate scope of work. This position is great for those who love to listen and talk, to manage projects and people, and to make a difference from start to finish in a fast-paced environment – and be a part of a nationally growing, competitive workspace. **Flexible work environment. Competitive salary, health and dental, 401(k).**

WHAT YOU'LL DO

- Maintain excellent customer relationships and contacts
- Expand business development and establish new client relationships
- Interact with general contractors and development groups nationwide
- Analyze requirements and identify solutions to keep projects moving forward
- Prepare and deliver proposals and presentations to clients
- Communicate scope requirements and ensure client deliverables are met
- Work directly with design team, operations, accounting and more

WHAT YOU'LL NEED TO SUCCEED

- 3 - 5 years' experience supporting new business development and client relationships
- Preferred relevant experience: Real estate development, interior design, senior property management, or sourcing (material) experience
- Project management experience preferred
- Excellent written and verbal communication skills
- Self-motivator, strong organizational skills, team player, multi-tasker
- Proficient in Microsoft Office Suite; Sage and Zoho (or other CRM program) experience a plus

APPLY TODAY!