



Are we looking for you? Or are you looking for us? We are looking for...

## **The Position – Sponsorship & Exhibit Sales Manager**

### **Singapore Branch Office**

International Conference Services Ltd.

1 Raffles Boulevard

Suntec City

Singapore, 039593

email: [careers@icsevents.com](mailto:careers@icsevents.com)

[www.icsevents.com](http://www.icsevents.com)

### **The Office Culture**

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

### **Summary**

The Sponsorship and Exhibit Sales Manager (The Manager) is responsible for raising money through the sale of sponsorship and exhibit packages for conferences by targeting various companies, organizations and associations. The Manager creates sponsorship and exhibitor packages according to client specification. The Manager attends weekly company meetings, sales update meetings and conference planning meetings as required.

## Responsibilities

- Utilize telephone solicitation, electronic and written correspondence and face-to-face meetings as tools in order to reach and exceed the budgeted sponsorship target for each conference;
- Research and develop a list of potential sponsors for each conference;
- Research and develop a list of potential exhibitors when required;
- Develop and maintain relationships with existing and potential sponsorship clients and exhibitors;
- Keep precise records of conversations with all clients, sponsors and exhibitors;
- Update the company Maximizer database as required;
- Invoice sponsors and exhibitors once agreements have been reached;
- Assist in preparing promotional material to advertise sales opportunities;
- Maintain knowledge of conference timelines and sponsorship deadlines;
- Delegate administrative functions to assistants where possible;
- Meet with trade and professional organizations and other groups to organize, promote and discuss ICS conference / trade show services; and
- Professionally represent ICS at all times.

## What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).

