



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

We are Recruiting! – Sponsorship and Exhibit Sales Manager / Junior Manager

Location

ICS employees work in a predominantly remote work environment.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations, and organizations, to host conferences, events & tradeshows. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team and we regularly celebrate our collectively accomplishment. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

Role Overview

- 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;
- Meet with clients and conference team to identify sales revenue targets;
- Research and Develop Sales Campaign Strategy for each conference;
- Research and develop a list of potential sponsors for each conference;
- Research and develop a list of potential exhibitors for each conference;
- 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 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 when relevant;
- 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.

Education, Experience & Skills required

- Business Administration or equivalent Degree preferred;
- 2-4 years' experience in sponsorship & exhibit sales;
- Ability to read, analyze and interpret general business materials;
- Ability to write reports, business correspondence, proposals and grant submissions;
- Ability to effectively present information both electronically and in person and respond to questions;
- Ability to calculate figures and amounts such as discount, interest, commission;
- Ability to apply mathematical concepts to understand financial statements, budgets and cash flow;
- Ability to effectively plan sales strategy;
- Ability to negotiate on behalf of both the client and ICS to achieve maximum benefit for both parties;
- Ability to work independently and to be self-motivated
- Candidate must be extremely detail oriented and very well organized
- Candidates must have strong business English
- Ability to multitask and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines
- Positive, "make it happen" attitude
- Exceptional time management skills
- At times, flexible hours may be required

You must also be familiar and have worked with the following tools:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Facebook, Twitter, LinkedIn, YouTube social media platforms;
- Willingness to learn new software systems as required;

What's next?

- Please send your resume and cover letter to careers@icsevents.com.