



We are Recruiting! – Junior Manager / Manager, Business Development

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, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 80 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy and will not change post-COVID.

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 collective accomplishments. 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 Business Development Manager is responsible for driving business growth. You will develop a network of contacts to attract new clients, and research new market opportunities. ***This will be a relationship driven role; preference will be given to those applications with experience working with Associations and Conferences.*** This position offers the unique opportunity to work for a global team which prides itself on collaboration across the world.

Key Tasks & Duties

Including the following (other duties may be assigned):

- Assist with developing proactive sales within North America
- Proactive with lead generation, cold calling, and research
- Hands-On Management and execution of sales processes including:
 - Identify new business opportunities and maintain and grow existing relationships
 - Creation and delivery of proposals and presentations
 - Provide timely and accurate sales forecasts and reports to senior management

- Attend industry events and conferences to promote our company and develop new business relationships
- Collaborate with other departments to ensure a seamless customer experience, from pre-sales through to event delivery
- Stay up-to-date with industry trends, best practices, and competitive landscape
- Meeting specific goals, quotas and KPIs
- Client satisfaction and client retention for projects that you are directly responsible for

Education, Experience & Skills Required

- Bachelor's degree in business, or a related field
- At least 3-5 years of sales experience
- Proven track record of achieving and exceeding sales targets
- Excellent communication and negotiation skills
- Knowledge of the conference industry and/or experience selling sponsorships, exhibit space, and registration services is a plus
- Ability to conduct presentations and meetings with clients confidently
- Ability to travel domestically and internationally as required

We offer a base salary, commission structure, group health benefits and work from home allowance. If you are a results-driven sales professional with a passion for the conference industry, we would love to hear from you.

Note: *Travel to in-person conferences, both domestic and international is required*

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

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required.

The Benefits of Working at ICS

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone.
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses.
- In addition to vacation time, employees receive a paid day off on their birthday each year.
- An excellent benefits package including Extended Health Coverage, Dental and access to our Employee and Family Assistance Program is provided after 3 months.
- Fun in-person employee get togethers each year.
- ICS prides itself in providing career development opportunities.

What's next?

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