

## Sales Executive – National

(Ref: 71/2018)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit and retain talented, qualified and enthusiastic leaders, who are team players, able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

**The main purpose:** To secure national association conferences, trade fairs and exhibition events, Banquets, Special Events and Other Events three months or longer from the start date.

**Reporting to:** Business Development Manager: National

**Key responsibilities will include but are not limited to:**

- Securing national association conferences, trade fairs and exhibition events, Banquets, Special Events and Other Events business in compliance with CTICC booking procedure
- To pro-actively sell and follow up on leads.
- Pro-actively being on the road visiting potential customers for new business
- Identify new markets and business opportunities, establish, renew and maintain long-term business relationships with existing and potential customers
- Achieve sales targets and budgets through active sales activities.
- Carry out relevant reporting/administrative requirements
- Work closely with the team to help achieve Department objectives.
- Preparing quotations on the basis of client's needs in line with CTICC standards.
- Respond appropriately to client feedback and queries within 24 hours.
- Determine the exact needs of the client to advise on best suited venues and products and services available from preferred suppliers
- Coordinating site inspections.
- Building/ maintaining good client relationships by doing sales calls and attending Client Relationship Management (CRM) events.
- Ensuring proper interdepartmental communication during and after event handover



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- Delivering of CTICC presentations at tradeshows, workshops, industry events, off site at client offices or on site at CTICC as required.
- Upselling all CTICC product offerings

**Minimum Qualifications and experience required**

- National Diploma (NQF5)
- Minimum 5 years' experience in direct selling
- Valid Drivers' Licence

**Skills and knowledge:**

- Proven record of direct selling
- Excellent understanding of key computer programmes (Excel, Word, etc.)
- A well-disciplined individual with a customer orientated "can do" personality
- High level of professionalism and confidence
- Good communication skills are vital
- Flexibility is a must and the ability to work on different projects simultaneously in a pressurised environment is a key requirement
- Ability to work unusual hours during busy periods
- Attention to detail
- Exposure to an event management software programme, is advantageous
- Determined individual with an understanding and flair for the hospitality and events industry
- Must be able to continually assess customer needs and requirements, while providing input into the forecasting cycle.

Remuneration will be discussed with the successful candidate. Kindly apply for this position through our applicant tracking system: <http://cticc.cloudrecruit.io/#/> before **17h00 on 11 October 2018**. Only shortlisted candidates will be contacted.



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