

INTERNATIONAL CONFERENCE SERVICES LTD. (ICS)

JOB DESCRIPTION

JOB TITLE: Executive Sales Assistant (ICS HQ Vancouver BC)
SHIFT: Full time 37.5 hrs a week; Mon. - Friday, 8:30 a.m. - 5:30 p.m. (Flex-time)
LOCATION: 2101 - 1177 West Hastings Street, Vancouver, BC
REPORTS TO: President & Director of Business Development/Sales Director
DATE: July 11, 2012

SUMMARY: *ICS is looking for a detail orientated, energetic Executive Sales Assistant to join our Vancouver team. The Executive Sales Assistant is considered an important link between the ICS President / Sales Director and clients, or even other employees. The Sales Coordinator is instrumental in helping out with all the responsibilities of the sales manager to meet the establishments' sales goals.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Undertake marketing research and identification of new customer contacts/sales leads and scheduling appointments and preparing meeting schedules for the President/Sales Director.
- Responsible for inputting and updating various prospecting logs for the President/Sales Director
- Prepare Sales Presentations, formulate sales proposals, and respond to RFP's, coordinating and sourcing all supporting documentation to be reviewed and approved by the President/Sales Director before sending to clients.
- Follow-up on pro-active account management and post sales support.
- Coordinate with President/Sales Director in rendering effective Customer Service and meeting customers' specific needs.
- Implement and monitor sales strategies and follow-up actions to secure customer commitment and approval.

OTHER SKILLS AND ABILITIES:

- This position is suited to a self-motivated, professional person who can confidently work with a variety of people from different cultures and backgrounds. Diplomacy and tact are important to the success of this person. Ability to be a self-starter with strong organizational skills including attention to detail and follow-through. Goal-getter and highly motivated in achieving concrete results effectively.
- Ability to: (1) prioritize and handle multiple projects; (2) work in a team-environment as well as independently; (3) establish and maintain effective work relationships; interact effectively with others; (4) adapt to changing work priorities; understand and follow instructions; (5) overcome internal and external procedural challenges by offering solutions that lead to client satisfaction.
- Must be a flexible team player with strong interpersonal skills and a positive, professional attitude and appearance
- Maintain a positive, enthusiastic outlook; show respect for and cooperate at all times with those for whom and with whom you work; report to work as scheduled and on time; meet appearance standards; perform assigned tasks accurately and on time

EDUCATION AND/OR EXPERIENCE:

- Degree/Diploma in Business/Sales / Marketing/Event Planning/Commerce or related discipline (an asset but not mandatory)
- At least 2 years of working experience in the related field is required for this position.
- Possess excellent verbal/written communication skills and a general understanding for the Association & Corporate Meeting Management Industry
- Demonstrated computer proficiency with Microsoft Office, Word, Excel, Internet, Outlook, PowerPoint, Maximizer
- Demonstrated strong verbal and written communication skills, including proper grammar usage; proficiency in proofreading
- Strong customer service and telephone etiquette skills; problem solving and decision making skills
- Must be hands-on and professional in sales/customer handling/customer relations.

LANGUAGE SKILLS:

- Proficient in English in professional environment

CONTACT:

Please send resumes to Jenn Abbott via email:

Jenn K. Abbott

Director of Business Development

International Conference Services, Ltd.

careers@icsevents.com