

Career Opportunity

INTERNATIONAL SALES MANAGER

The Calgary TELUS Convention Centre hosts conventions, tradeshow and meetings for national, international and local groups. We are currently hiring for the position of International Sales Manager. Reporting to the Director of Sales, the International/USA Sales Manager is responsible for closing sales with their team in international markets, through Champion identification and development.

Duties and responsibilities:

- Create awareness and sell the Centre through research and networking with organizations and institutions that may be in a position to influence associations to bring events to the Centre;
- Manage and secure sales to generate convention revenue from the association and corporate sector in the international/USA market;
- Work closely with the Research Manager and in-market Business Development Manager to create a synergistic selling approach;
- Market and promote the Centre by attending relevant tradeshow, making direct in-market sales calls, responding to internal/external leads and attending industry and business events that will assist in creating awareness of the Centre;
- Maintain regular contact with local organizations and academic institutions that have business ties within the local, national and international market;
- Work with the National Association Sales Manager to identify opportunities and connections with their affiliated international associations;
- Implement innovative strategies to develop Champions from key local industry sectors and post-secondary educational institutions;
- Build and maintain relationships with Champions and key personnel within Calgary's universities, research facilities and business community that will attract events to the Centre;
- Motivate, empower and support Champions to promote our conference product to an international audience;
- Develop, manage and improve Champion relationships through effective communication and research;
- Develop and coordinate bid books and presentations in collaboration with the Champions;
- Deliver bids within required deadlines and ensure updates are received from clients as required
- Create sales proposals that will lead to the negotiation of a binding customer contract;
- Use negotiating skills and creative selling abilities to close on business;
- Work closely with other organizations (i.e. Meetings and Conventions Calgary, Travel Alberta, Calgary Economic Development, Chamber of Commerce, Business Events Canada and the hotel industry) to develop selling synergies for the city;
- Coordinate customized venue site and familiarization tours;
- Develop an annual sales activities plan, including financial figures, which will become part of the annual sales budget;
- Utilize CRM system (Ungerboeck) to keep all customer and sales activities current, updated and accurate;
- Demonstrate an interest in keeping current on the latest trends and economic conditions;
- Provide accurate, complete and effective turnover to Event Management;
- Other duties as assigned.

Experience and Assets Include:

- A highly motivated and persuasive individual who has a proven track record of business development achievements, preferably in the hospitality and business tourism industry, and also possesses a post-secondary education in a related discipline. Previous business development experience in the international market is preferred;
- Strong interpersonal skills and the ability to build rapport, a patient people person;
- Must be comfortable working in a market where sales are achieved through a research driven long term sales cycle;
- Must have the ability to deal with people at all levels;
- A good listener who has strong community relationship building skills and is comfortable with public speaking to a broad audience;
- High energy, positive attitude, patience, and a self-motivated team player;
- Must be goal oriented with excellent organizational, problem solving, interpersonal, negotiation, analytical, communication, and well developed presentation (verbal and written) skills;
- Ability to work under pressure and meet deadlines;
- Must pay attention to details and be customer service oriented;
- Strong computer skills including Microsoft Office;
- Previous experience using a CRM system (i.e. Ungerboeck's EBMS) would be an asset;
- Event planning and logistics experience would also be a definite asset; and
- Must be available to travel as required.

The Calgary TELUS Convention Centre offers a comprehensive salary and benefits program that includes life and dependent life insurance, short and long-term disability, health and dental benefits, travel medical emergency insurance, flexible spending account, employee assistance program, pension plan, flex and bonus hours, wellness programs, educational opportunities, and access to a fitness center.

Resumes with cover letter may be submitted via email to careers@calgary-convention.com by February 22, 2019.