

### Job Description for MICE Sales Manager

#### **Position:**

- Job title : MICE Sales Manager
- Location : Hong Kong

#### **Job Description:**

1. Actively assist in daily sales activities within MICE segments, to include site inspections, sales presentations.
2. Responsible for overall project management covering planning, developing, organizing and implementing events.
3. Act as the main contact with other affiliates on cross-market events.
4. Maintain good relationship with distributors in order to tailor-make different events for different market segments.
5. Budget management of different event projects.
6. Prepare event reports and monitor event performance.
7. Source and negotiate with service providers including production house, MICE agency, premiums.
8. Responsible for the task force of event/meeting management systems.
9. Responsible for developing new business opportunities and expand customer base in order to achieve sales target in a competitive environment.
10. Maintains and expands customer database. Identify potential new customers and maintain good sales relationship with existing customers.
11. Meeting your own and your team's sales goals and targets set by the company.
12. Responsible for Hong Kong/China/Taiwan markets.
13. Any ad-hoc assignments by the supervisor.

#### **Requirements:**

- Degree holder in Hospitality Management or related discipline.
- Minimum 6 years of relevant experience in B2B sales, hospitality industry or solid experience in hotel with solid MICE knowledge.
- Actively assist in daily sales activities within MICE segments, to include site inspections, sales presentations.

## JD for MICE Sales Manager

- To response to related service deal enders with bid management strategies.
- Strong market connection and inspiration.
- Result driven, ambition, think out of the box and innovative sales plan.
- Excellent presentation and communication skills in both spoken and written English.
- Experience from Event Organiser would be added advantage.
- Willing to travel.