

Job Description for Regional MICE Manager

Position:

- Job title : Regional MICE Manager
- Location : Kuala Lumpur

The primary role of the Mice Manager is to develop and grow the MICE business in South East Asia through promotion, marketing & sales. The candidate is expected to develop existing accounts as well as find new accounts in the market. Additionally, they will also be expected to do some back-office tasks such as itemized quotation support and on spot coordination.

Job Description:

1. Sales activities: regular sales calls to client list to obtain leads.
2. New Agent growth: find new agents specialising in MICE to add to agent list
3. Marketing: presentations during workshops and client visits to promote Miki Travel as a MICE handler.
4. Tasks in offering process: Produce and send offers to clients including itemised quotes
5. Creativity: always be on alert for new products as well as being familiar with key MICE destinations and products
6. On spot support: be available for coordination for inspections and main groups should it be required
7. Other support duties as and when assigned by direct Manager
8. 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.
- 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.

JD for Regional MICE Manager

- Excellent presentation and communication skills in both spoken and written English.
- Experience from Event Organiser would be added advantage.
- Flexible and dynamic personality
- Attentive to details and sensitive to figures.
- Service-oriented with very positive working attitude
- Highly motivated and a good teamwork player
- Good command of business English
- Computer literate with Microsoft Office applications
- Knowledge of European destination and products
- Creative, innovative & flexible
- Willing to travel.