

Koelnmesse Pte Ltd

Koelnmesse, founded in Cologne, Germany, is one of the world's largest trade fair companies since 1924. With over 80 annual international trade fairs and conferences organized worldwide, Koelnmesse is the leading trade fair organizer across the following sectors: Food and Food Technology; Technology, Digital Media, and Entertainment; Health, Lifestyle and Facilities and more. Koelnmesse Pte Ltd, established in Singapore since 2002, is one of the key subsidiaries managing the trade fairs and conferences in the Asia-Pacific region.

If you are passionate about the MICE industry, possess exhibition sales experience in the B2B sector, are creative and enthusiastic about growing revenue through new business ideas and concepts (offline and online), enjoy working with vendors and coordinating with interdepartmental teams, we would like to have a chat with you. This role reports to the Division Director of the Business Unit.

<p style="text-align: center;">Sales & Project Manager (Exhibition Management) Business Unit 2 - Dental & Hardware/Furniture Production <i>Permanent Position</i></p>

Responsibilities:

- Work closely with the Division Director to establish and execute sales strategies and sales objectives for the business unit
- Provide clear directions for the marketing team to develop targeted exhibition promotion plans and to produce exhibition sales and marketing collaterals
- Cooperate with Operations and Digital Services teams for other logistical requirements such as online manual and digital services developed for the organisation
- Manage project plans and work processes
- Responsible for sales and client servicing of sponsors and exhibitors and the creation of sponsorship, exhibition and hybrid packages, media and venue advertising sponsorships
- Responsible for planning community networking or country-focused networking events within the digital platform and physical exhibition
- Take the lead in planning, launching, monitoring custom-built event technology application such as event platform and exhibitor portal with appointed service provider collaboratively with Ops and the Digital Services team
- Facilitate critical meetings for project kick-off, status reports, and organising committee meetings with senior leadership
- Facilitate international sales and coordination for the hardware and furniture production industry sector

Qualifications:

- At least 5 years of relevant work experience in the MICE/Event/Hospitality industry or Project Management experience in any related field
- Strong interpersonal & communication skills with demonstrated success of being people focused
- Creative, independent, and collaborative problem solver with advanced analytical and reporting skills while maintaining a high level of quality and accuracy
- Works well in a diverse/dynamic environment & under pressure during promotions & events
- Flexibility in work hours a must; work & travel may be required during weekends and on public holidays
- Strong IT skills; proficiency in using the Microsoft Office suite and Salesforce.

If you are interested, please send your CV to recruit@koelnmesse.com.sg indicating your availability and stating your expected salary. For more information about Koelnmesse Pte. Ltd., please visit www.koelnmesse.com.sg