

Caring about your career

Let's
meet

Congrex provides services tailored to our clients' needs when organising meetings, events, conferences, association management, travel and accommodation. Established in 1982, Congrex serves a variety of industries from our offices and partners located around the globe. Our extensive client base includes national and international associations, governmental organisations and corporations.

Our Values

Caring
Imaginative
Efficient
Reliable

Address

Congrex Switzerland Ltd.
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Marketing & Sales Director (m/w) 100%

Congrex Switzerland is part of the Congrex Group, a leading, worldwide expert providing integrated solutions for the association services industry and for corporate and governmental meetings and events. Congrex is renowned for delivering meetings of all sizes from smaller conferences with just a few participants through to world congresses, handling tens of thousands of participants in just one event. Congrex is now employing about 400 experts who operate out of 19 offices in Europe and Latin America.

Congrex Switzerland is located in Basel and together with Congrex Travel, a world wide Travel Agency in the meeting event industry, employs 80 full-time staff and continues to expand.

We are searching per 1st January 2012 for an experienced **Marketing & Sales Director (M/F)**.

As Marketing & Sales Director you manage and are responsible for the Sales Team for Switzerland and the international Travel Agency. You develop and implement the Marketing, Sales and PR strategies and activities. You personally carry out sales activities and business presentations to current and new national and international associations and corporate clients.

Key responsibilities

- Overall responsibility for the marketing & sales budget and revenue targets reporting directly to the Regional Managing Director
- Overall responsibility to drive the implementation and development of the new Sales Team (4 members) and its working methods to ensure consistency and best practise, staff planning, salary review and performance appraisals
- Responsible for the development and performance of all sales activities in assigned market
- Identifying and reporting on business opportunities in target markets
- Preparing action plans by individuals as well as by team for effective search of sales leads and prospects
- Developing relationships with existing and new clients
- Creating and conducting proposal presentations and RFP responses

Profile

- University degree in Marketing or Diploma in Sales Management
- Minimum 5 years of professional Marketing and Sales experience within a service industry environment and/or in Pharma Marketing are mandatory
- Knowledge of and experience from the MICE industry are a great asset
- Fluent in German, English and French (other languages beneficial but not mandatory)
- Excellent knowledge of all established IT programmes (Excel, Word, Outlook, Powerpoint)
- Result focused, hands-on mentality, excellent team work, communications and social skills

If you are open to different cultures and backgrounds and adapt very quickly to a continuously changing and lively environment, then please send your application, preferably by e-mail, to claudia.jeker@congrex.com.