

# Caring about your career

Let's  
meet

## Association and Conference Development Consultant (Sales Team)

Congrex UK Ltd 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 the world congresses where we can handle thousands of participants in just one event. Our clients represent a wide range of industries and business sectors, but the majority of events we manage have a high academic or scientific content.

Congrex UK has 31 permanent staff members located in two offices, in London and Glasgow from which our teams manage meetings and events throughout the UK and worldwide.

For more detailed information, please visit our website:  
[www.congrex.co.uk](http://www.congrex.co.uk)

### Our Values:

- *Caring*
- *Imaginative*
- *Reliable*
- *Efficient*

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Congrex UK is looking to recruit an Association and Conference Development Consultant as part of the Sales and Business Development roles to be based in our Glasgow office. In this capacity the individual will report to the Association and Conference Development Manager of Congrex UK. The main purpose of the role is to:

- Work closely with National Associations, Government and Corporate decision makers in the UK to build a strong client base for local and international conferences.
- Grow the overall network of clients and prospects through the Congrex Sales Pipeline
- Do your part in achieving national and international company targets

### Key responsibilities:

- Client research – identifying potential clients and beginning sales process
- Prepare for and write proposals and presentations
- Participate in presentations to national associations
- Meet personal and team sales targets
- Work in close co-operation with the Operational Team to ensure consistent levels of repeat business and support, where appropriate
- Keep up to date with the latest products, services and developments within the meeting and event industry as well as within Congrex Group
- Keep up to date with new services, products and developments within the Congrex Group
- Update the internal CRM (customer relationship management) system
- Provide administrative assistance to Director, where required
- Work in accordance with ISO 9001 procedures
- Contribute to and make sure you maintain a good working environment in the sales team and to work as one unit
- Contribute to and make sure you use the Congrex expertise in the most effective and creative way
- Live the Congrex values

### Profile:

A results focused individual with minimum of 2 years professional experience in the conference / meetings industry in UK is mandatory. You will also have experience in direct, client-facing interaction and communication with key decision makers in industry. We are looking for candidates with a commercial way of thinking, a hands-on mentality and a focus on working as part of a proactive team. Communication and professional social skills are essential in order to be able to liaise effectively with clients, potential clients and internal colleagues as are excellent oral and written skills with strong attention to detail.

**Additional requirement**

Ability to see the “bigger picture”, strong team player, result-oriented and willingness to travel.

**Terms of employment**

The Congrex Group offers the opportunity to work independently using your self directed skills in a creative and pro-active manner. Congrex offers good conditions of employment and fringe benefits, including possibilities for career development.

If you would like to be considered for this position, please e-mail your CV and covering letter to [martin.boyle@congrex.com](mailto:martin.boyle@congrex.com) before 17<sup>th</sup> February 2012. All applications and communications will be treated as strictly confidential.