



Business Development Executive - Conference

We are currently seeking expressions of interest, from sales and revenue driven individuals who possess exceptional organisation and time management skills, to join our dynamic Sales team in the area of Conference Sales.

Working within a successful sales team you will be responsible for sourcing new business leads, securing new clients, account management whilst promoting Pullman brand standards to clientele.

Key responsibilities will include:

- Actively source and follow up on potential meeting & conference business
- Conversion of initial enquiries to a successful conclusion
- Proposal and Contract preparation
- Responding to specific client requests whilst being proactive in providing creative solutions that meet & exceed client expectations
- Follow up with the client to seek feedback on their experience
- Communicate with relevant departments to ensure that the event runs smoothly
- Reporting, budgeting and forecasting your business activities

The successful applicant will possess:

- Recent relevant experience in a similar role
- Exceptional organisational skills
- Good working knowledge of local and national business events markets
- Good understanding of hotel, food and beverage operations
- Superior time management skills
- Eye for detail
- Strong written, verbal communication and listening skills
- Understanding of operational needs & functions
- Excellent grooming and personal presentation
- Enjoyment for a fast paced environment

Employment includes:

Fantastic remuneration and benefits,
In house training and career development,
Staff amenities including shower facilities, lockers, staffs lounge, Accommodation,
food & beverage discounts for you, family and friends (dependant on tenure).

Clean safe multicultural, people friendly environment.