

Job Title: Event Sales Executive
Department: Design Shanghai
Report to: Sales Manager

About Us

Established in 2003, Media 10 is the most decorated events company in the UK and have a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the company's creative flare produces well established publications and owns a series of award winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

As a fun and creative company, with great people and great ideas, we are passionate about delivering the very best results in everything we do. We've won over 70 industry awards in the last 10 years and are continuing to grow, taking over/launching more magazines and events each year.

The Brand

Design Shanghai is Asia's leading international design event, breaking new ground and setting a precedent in China's ever-growing design community. Showcasing the best design brands from across the globe, Design Shanghai provides a unique and exciting platform for exhibitors to network and establish long-term business relations with China's elite.

The event attracts over 68,000 visitors, and over 400 exhibitors many of whom have never been to China. We are continuing to expand the team in the UK and in China, with positions for Event Sales Executive.

The Candidate

You will have experience of work in an international environment or the right mind-set to do so, you will be willing to travel internationally, and have a passion for interior design. You are a sharp, 'fearless', self-starter - motivated by individual targets and career progression. You must have persistence and resilience and above all a strong work ethic. You will have at least 6 months sales experience and must be able to demonstrate that you have hit and exceeded targets within that time. The main language will be English, but fluency in other Nordic languages such as Danish and Swedish will be a plus.

The role is 80% telephone based and you will be expected to achieve a minimum of 90 minutes outbound client calls with a high focus on new business generation. When you are not selling space over the phone you will be out attending client meetings, canvassing new business at competitor events both in the UK and internationally, and of course being on-site for the duration of the show in Shanghai.

The Role

Sales

- To ensure sales targets are achieved every month.
- To ensure expected telephone call rates, (set by your manager at 90 minutes per day) are achieved consistently.
- To develop and grow the existing client base and spend.
- To actively and intelligently seek new business.
- To ensure all new business is followed up and turned in to repeat business.
- To ensure that the "quality of exhibitor" is kept at the highest achievable level.
- To manage your clients before, during and after the show.
- To deliver an event section that meets exhibitor and visitor expectations.
- To communicate with your Event Sales Manager to ensure sales targets are being achieved.
- To represent your event and Media 10 at all times in a professional manor.

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Internal relations

- To liaise with the operations team ensuring the smooth running of the exhibition during build up, the event open times and break down.
- To communicate with the marketing and features teams ensuring that clients benefit from additional opportunities.
- Communicate with credit control to ensure all contracts are fully paid prior to the event.

Admin

- To ensure accurate and responsible admin for all stand bookings.
- To ensure that the in-house database is up to date with contacts and comments.

General

- To support other team members as and when required, and maintain a positive and enthusiastic attitude towards the role and the company.
- To engage fully in training and development.
- To be present at all Media 10 events that you work on, irrespective of the fact they overlap into a weekend.

What you are good at

- A professional networker
- A strategic and proactive thinker and planner
- Organized with an eye for detail
- Personable and approachable with the ability to build and maintain relationships
- Honesty and integrity

What we will do for you

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognize your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun