

# Where the World meets Africa



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards for 13 years.



AFRICA'S LEADING MEETINGS AND CONFERENCE CENTRE - AS VOTED BY THE WORLD TRAVEL AWARDS

## COMMERCIAL SALES CO-ORDINATOR (TG 09):

The Durban ICC is calling for suitable candidates to apply for the position of Commercial Sales Co-ordinator. The incumbent will report directly to the Finance and Commercial Director.

### QUALIFICATIONS, EXPERIENCE & COMPETENCIES

#### Minimum Qualifications

- A tertiary qualification in Sales, Marketing and Events Management or equivalent (NQF6)

#### Experience and Knowledge required:

- A minimum of 2-3 years in the marketing, sales and events management sector within the hospitality industry
- Experience in the commercial sales and marketing field.

#### Attributes

- Excellent communication skills
- Excellent command of the English language both written & verbal
- Excellent Public Relations Skills are essential
- Strong people management skills
- High tolerance for working under pressure
- Must have excellent attention to detail with a proven track record for delivering high quality work
- Must be self- motivated
- Must be a team player
- Passion for the industry and sales target driven
- Computer literacy (Microsoft Excel, PowerPoint, Word and Outlook)

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## AFRICA'S LEADING CONVENTION CENTRE

International Convention Centre Durban (Pty) Ltd.

Directors: DM Madlala (Chairperson), SST Ngcobo, A Sewnarain, S Msomi, M Jackson, N Makelo, Z Zulu

ICC DURBAN (PROPRIETARY) LIMITED Reg. No. 1992/05887/07



## KEY PERFORMANCE/ MAIN ACTIVITIES OF THIS ROLE:

The successful applicant will be able to:

- Capitalise on revenue generating streams identified which includes conversion to final sales.
- Assist with event management co-ordination for the hosting of events and exhibitions at the Durban ICC.
- Convert new business ideas into realised income for the entity.
- Finalise telesales to ensure that the sales target is achieved.
- Sale of advertising space on the Durban ICC's business directory page.
- Achieve pre-determined revenue targets set; and
- Assist in executing revenue-generating ideas for the business.

## APPLICATIONS

*The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will best assist the ICC in addressing its current transformational needs. People who are differently abled are encouraged to apply*

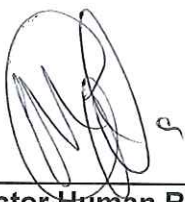
Applications must reach the Human Resources Department , Durban ICC, PO Box 155, Durban 4000 or 45 Bram Fischer Road, Durban 4001 or via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)

Closing date for the CV submissions is **DATE: 11 July 2017**

Applicants who do not meet the minimum requirements will automatically be disqualified.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.

Applicants with criminal records will be required to declare such records with the full understanding that certain criminal activities may be considered to be incompatible with employment by the Durban ICC.



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Director Human Resources

Date: 27 June 2017