

# Where the World meets Africa



Durban ICC SOC (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 conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 18 years.

## **READVERTISEMENT**

**POSITION: SALES COORDINATOR X2 (TG 11)**

**MIN R 338 431.00– MAX R570 065.00 PER ANNUM**

**INTERNAL AND EXTERNAL**

The organisation is calling for suitable candidates to apply for the position of Sales Coordinator.

The Sales Coordinator will be responsible for securing events for the centre, and co-ordinating the project planning and control processes of various types of enquires received to host events at the Durban ICC.

## **QUALIFICATIONS, EXPERIENCE & COMPETENCIES**

### **Minimum Qualifications**

- National Diploma in Marketing and Sales / National Diploma in Project Management or relevant NQF level 6 qualification
- Minimum of 2 to 3 years relevant experience in the hospitality or banqueting industry

### **Competencies**

- Good communication skills
- Goal driven
- Willingness to accept responsibility
- Taking actions and being proactive
- Analysing and problem solving
- Judgement and decision making
- Information seeking/gathering

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## **AFRICA'S LEADING CONVENTION CENTRE**

Durban International Convention Centre

Dr M J K Bophela (Board Chairman), Mr D L Ngema, Dr S K Mpungose, Ms K Kunene, Ms L R Ngcobo, Prof B C Dumisa, Mr B V Mshengu, Ms P M Mchunu, Mr T Ndlela, Ms L E Rakharebe, Ms M A Rambally  
Durban ICC (SOC) Ltd Reg. No. 1992/005887/30



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- Ability to work under pressure
- Integrity
- Facilitating teamwork
- Planning, organising and prioritising
- Detailed and quality focused
- Technical and professional product knowledge /skills

## **KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE**

- Contract management of events;
- Prepare quotations and contracts;
- Up-selling of ICC services to the client;
- Securing events for the centre to generate revenue;
- Assist Sales Representative with bids and quotations;
- Process service requirements and orders on the ERP system for service requirements;
- Ensure yield management has been applied prior to submitting client quotation;
- Assist with guest relations and marketing activities as required for major event bids;
- Prepare reports including statistical data outlining the status of proposals and enquiries;
- Establish client needs and respond to client requests, subject to venue/date availability on the ERP system;
- Source external service providers on behalf of a client in line with the SCM policies and procedures;
- Attend meetings with all internal departments to confirm client requirements and event deadlines;
- Inform clients and suppliers on ICC policies and procedures, Health and Safety Regulations, ISO standards and capacities of the centre;
- Negotiating with clients, service providers and internal departments with a view to establishing outcomes and critical requirements against client budget;
- Responding to written, verbal and on-site enquiries using standardised contractual forms and/or preparing quotations/ contracts, and bid documents;
- Collaborate and provide efficient communication with stakeholders, clients, suppliers and Industry partners;
- Verify charges to be included on client invoices for the provision of any additional services and/or recovery against damages.

# Where the World meets Africa



## 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 assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply.

Applications must reach the Human Resources Department, Durban ICC, via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)

Applicants who have previously applied, do not have to re-apply.

Closing date for the CV submission is **6 NOVEMBER 2024**

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

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