



## SALES REPRESENTATIVE

### **Congrex UK Ltd**

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

#### *Our Values:*

- *Creative & Innovative*
- *Customer focus*
- *Flexible & efficient*
- *Transparent*
- *Target driven*
- *Respectful*

#### **Address:**

Congrex UK Ltd  
F.A.O. Mr. Martin Boyle  
4b, 50 Speirs Wharf, Port Dundas  
Glasgow G4 9TH  
E-mail: [martin.boyle@congrex.com](mailto:martin.boyle@congrex.com)  
Telephone: +44 (0)141 331 0123

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

Congrex UK is looking to recruit a Sales Representative to be based in our Glasgow office. In this capacity the Sales Representative will report to the Sales Manager of Congrex UK. The Congrex UK sales team works closely with the other Congrex sales teams. 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:**

- Prepare proposals and sales presentations
- Participate in sales presentations to national associations
- Meeting personal and team sales targets
- Working in close co-operation with the Operational Team to ensure consistent levels of repeat business and support, where appropriate
- Keep up to date with products, services and developments within the meeting and event industry
- Keeping up to date with new services, products and developments within the Congrex Group.
- Updating the CRM system
- Administrative assistance, where required
- Lead generation, including research and cold calling
- Work in accordance with ISO 9001 procedures
- Live the Congrex values
- Working environment - contribute to and make sure you maintain a good working environment in the sales team and to work as one unit
- Congrex Expertise - contribute to and make sure you use the Congrex expertise in the most effective and creative way.

#### **Profile:**

A results focused individual with minimum of 2 years professional sales experience are mandatory along with an understanding of the meeting and events industry, ideally within the association and corporate markets. We are looking for candidates with a commercial way of thinking, a hands-on mentality and excellent team work, communication and social skills in order to be able to liaise effectively with clients, potential clients and internal colleagues. Excellent oral and written skills with strong attention to detail are a necessity, whereas knowledge of a foreign language will be considered as an advantage.

#### **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 Friday 22<sup>nd</sup> January 2010. All applications and communications will be treated as strictly confidential.