



ABOUT WTTC

The World Travel & Tourism Council (WTTC) is the body which represents the Travel & Tourism private sector globally. Our Members consist of the CEOs of the world's Travel & Tourism companies and industry organisations engaging with the sector. WTTC works to raise awareness of Travel & Tourism as one of the world's largest economic sectors, supporting 313 million jobs and generating 10.4% of world GDP. Our priorities are: Security & Travel Facilitation, Crisis Preparedness, Management & Recovery, and Sustainable Growth.

ABOUT THE ROLE

This is an exciting opportunity to work for an established and growing international Travel & Tourism organisation. WTTC is looking to recruit an Events Sales Coordinator reporting directly to the Events VP to maximise revenue opportunities from the WTTC Global Summit and WTTC Commercial Events

Job Title:	Events Sales Coordinator
Reports To:	Events VP
Position Type:	Full-time
Contact:	hr@wttc.org
RESPONSIBILITIES	
Event Sales	<ul style="list-style-type: none">• Secure paying event delegates for the WTTC Global Summit• Secure paying event delegates for WTTC Commercial events• Working with the commercial team, to identify and secure event sponsoring organisations
Event Sales Marketing	<ul style="list-style-type: none">• Contribute to event format and positioning of WTTC Commercial Events• Lead the development of, and implement marketing strategies and campaigns to secure event sponsors and paying delegates for the WTTC Global Summit and Commercial events
Event Sales Administration	<ul style="list-style-type: none">• Sales administration relating to all revenue generation across WTTC Events, including the maintenance of prospect databases of delegates and sponsors in Salesforce
SKILLS/KNOWLEDGE	
Knowledge	<ul style="list-style-type: none">• Second language an advantage• Demonstrable experience in event sales, marketing and administration• MS Office• High level of IT literacy• Experience within the Travel Industry advantageous• Demonstrable experience of dealing sensitively and professionally with senior level contacts• Experience of managing sales projects and budgets• Event Management Qualification desirable
Skills	<ul style="list-style-type: none">• High level of organisation and time management skills• Excellent communication skills both verbal and written• Ability to build good relationships with internal and external stakeholders.

[Please submit your CV and covering letter here.](#)