

Business Executive- Operations (Job Code: BEO-ICON)

Overview:

To work in Operations & Support you must be a logistical Conference Support will negotiate with venues and AV

service. The support teams are also responsible for producing all the Project documentation in the form of CDs, books or web sites. And , support team member must make sure that all the events are run smoothly . The successful applicants should also be able to produce high quality, accurate work whilst working under pressure

Key skills we need are

- **Negotiation skills:** This part of the company negotiates with hotels and venues - our most expensive suppliers so good price negotiation skills are essential.
- **Attention to detail**
- **Imagination:** we constantly need to develop the way we run our conferences. Imagination, innovation and creativity are essential for this to happen.
- **Computer skills**
- **Ability to cope with pressure and immovable deadlines.**

Job Summary

- **Age Profile – 24 –28 Years**
- **Be educated to degree level or equivalent,**
- **Minimum 2 years industry experience of organising events, including exposure to project and budget management. / Confident Fresher are welcome!**
- **The posts require good communications and IT skills (including Microsoft Word, Excel and Powerpoint), the ability to work effectively as part of a team and to organise your own work, set priorities and meet deadlines.**
- **Working with the marketing staff to ensure that the deliverables result in customer delight**
- **Keeping contact with Customers to ensure that they are receiving a suitable response.**
- **Travel to the event destination for inspection and also during the event days**
- **Negotiating with vendors to develop the best sourcing of venues, products & services .**
- **Maintaining appropriate records and files for each events**
- **Can proof -read effectively and mark up proofs clearly**
- **Interact with Accounts in ensuring Invoicing ,Collection and complete Settlement of the Conference revenues and payments and in preparing financial report of the Conference/Project.**

Working Conditions

9.45 AM to 6 PM (however may depend on the conference period and work load during an ongoing project/event/Conference) we work six days a week. Second and fourth Saturday are non working)

Remunerations

Will be the best in industry + plus performance based incentives on achievement of Key Result Areas

Growth

There are excellent opportunities for promotion or changes in division if desired since the company is growing very fast. There is growth and performance monitoring at every stage. It takes 3 months of honeymooning and learning i.e. induction. Soon after probation period of 6months the next level can be anytime depending on individual effort.

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Business Executive- Travel (Job Code: BET-ICON)

Overview:

Key skills include self starting and performance driven person who (He/She) possess sound commercial awareness, good interpersonal skills, enthusiasm and the ability to perform under pressure.

Job Summary

- Knowledge of IATA and CRS platforms
- Creation of PNRs and routings/fares for international and domestic airlines
- Tracking the international airline market and maintain business relations with airlines
- Devising new promotions and incentives
- Relationship Building through initiating and maintaining a rapport with clients
- Consulting with clients in order to ensure they get the best service possible
- Constantly searching for new topics in travel trade and initiating in daily work.

The Individual

- Age Profile – 26 –30 Years
- Be educated to degree level or equivalent,
- Minimum 2 years Travel industry experience in TICKETING (important) selling to Marketing and HR Heads of Leading Corporates in and around for selling Incentive Tours (Outbound & Inbound)
- Adaptable, flexible and creatively aware
- Highly motivated and results oriented
- Possess an excellent proven IATA/ CRS Amadeus/Galileo technique
- Excellent communication skills as he/she will be liaising directly with the client
- Excellent computer skills; must be familiar with the operation of databases and MS office & MS Windows
- Accuracy, with an eye for detail and presentation
- Ability to work to deadlines and meet targets are all essential to help you succeed in this exciting and fast moving environment.
- Ability to proactively provide excellent customer service
- Some tele -selling experience & good telephone manner would also be desirable
- Some Knowledge of direct marketing

Working Conditions

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Remunerations

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Growth

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Assistant Business manager- Marketing (Job Code : ABM- ABM-ICON)

Overview

The position is one of high responsibility and accountability challenge of meeting deadlines and identifying & satisfying the market's precise needs are highly compensated for by immense job satisfaction when a conference is successful. The opportunity to meet senior managers on a peer basis, excellent promotion prospects and attractive financial rewards.

Key skills include commercial awareness, good interpersonal skills, enthusiasm and the ability to make cold calls.

Job Summary

- Researching the database of Association, Societies, Individuals
- Contacting the target market through phone, desk research and meetings to determine what major National and International Conferences are coming up
- Using suppliers, past clients to generate business leads
- Identifying strengths and weaknesses of competitors events
- Contacting related trade bodies to form a joint promotion strategy
- Contacting effective media partner, to promote events on barter system
- Writing promotional copy for letter and brochure and seeing them through typesetting.
- Writing focused letters to targeted groups of people to promote the event in conjunction with marketing pre-mailers
- Working with the operations staffs to ensure that the deliverables result in customer delight
- Keeping contact with Customers to ensure that they are receiving a suitable response.
- Travel to the event destination for inspection and also during the event days
- Writing thank you letters to the participants and sending gifts as appropriate.
- Maintaining appropriate records and files for each events
- Can proof -read effectively and mark up proofs clearly
- Prepare Proposals to Association aid and assist in initial Budget Making
- Interact with Accounts in ensuring Invoicing ,Collection and complete Settlement of the Conference revenues and payments and in preparing financial report of the Conference.

The Individual

- Age Profile – 26 –35 years
- A graduate and PG in marketing
- Preferably 3 years of experience in marketing of services
- Should have some exposure to hospitality and travel / events trade
- Highly motivated and result oriented.
- Should be able to search for leads and research in field

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Business Executive: Creative (Graphic & Web) (Job Code: BECGW-ICON)

Overview

This position involves the individual to be creative think travel incentive programs a new attraction. Candidate needs to be a dreamer of ideas and should be able to put perceptions of clients, marketing team into suitable readable and visual content.

Job Summary

- All designing work related to business events, projects.
- Designing for conference brochures, leaflets, backdrops, etc
- Designing books, posters HTML flyers and web based promotional items.
- Creating websites in dynamic and CMS modules
- Art work related to internal company stationery (cards letterheads etc)
- Interact with internal staff and clients for creation of the final product
- Be able to work in high pressure and limited / short time environment
- Team player and leader

The Individual

- Age Min : 22
- Min experience 2 years
- Qualified from reputed institute in creative and web designing
- Should be aware of latest languages in development
- Knowledge of HTML, JAVA, ASP, PAGEMAKER, COREL, PHP etc
- Should have a work station at Home for emergency work schedules
- Should be technology freak and updated
- Passionate about his/her designs
- Open to suggestions and implementation of others ideas
- Fast learner.

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