

Job Posting

For our Branch office in Dubai we are looking for a

Senior Show Manager Intersec Trade Fair and Conference

Reporting to the Group Exhibitions Director, you will be responsible for managing Intersec, the region's largest and most comprehensive exhibition and conference for security and safety in the Middle East.

You will be leading a sales team and team assistant to organise the show and to lead the show to further growth. Furthermore, you are expected to establish and maintain contacts with trade associations, publications, key accounts, government agencies and other relevant industry groups as well as ongoing support and motivate sales partners.

To stimulate marketing in order to attract more visitors from the MENA region and to interact with the conference department to further grow the conference and attendees to the conference are other core tasks of the Senior Show manager.

Duties in detail include:

- Sales activities (including e-selling, phone selling, personal visits of clients, preparing of mail shots and administration)
- Coordinating and supervising marketing and PR tools in cooperation with the marketing department (brochures, press releases, web page, visitor marketing)
- Supervising the operations process to ensure the quality of manuals, catalogues etc.
- Traveling to international trade fairs in order to attract new exhibitors
- Providing sales related information to management on a regular basis (weekly sales report and upon request)
- The responsibility for key accounts
- The overall coordination of the event on-site
- Customer care at the event on-site
- Input and supervision of the conference in cooperation with the conference manager

Qualifications:

- Very good command of English oral and in writing
- Commercial background
- 4-5 years experience in exhibition/sales management
- Education on Masters Degree (Business Administration is preferred)
- High degree in problem-solving competence
- Willingness to work hard in a dynamic market
- Openness towards other cultures and customs
- Result-oriented person with strong negotiating skills

Starting Date:

As soon as possible

Please send your English CV as well as a cover letter to info@uae.messefrankfurt.com

Epoc Messe Frankfurt GmbH
P.O. Box 26761, Dubai
United Arab Emirates
Tel: +971 4 338 0102
Fax: +971 4 338 0041