

Title of the position
Club Med Meetings & Events Assistant Manager South Korea (Seoul)

Purpose of the position
Develop Meetings & Events sales and contribution to meet 2023 target and further development in pipeline with new client acquisition
Operational missions
Mission 1 : Work on Meetings & Events(M&E) sales strategy with the manager and implement it in the market Mission 2 : Build a solid prospection list by driving WORKTAINMENT value proposition, by aggressive direct sales and networking Mission 3 : Develop and manage relationships with B2B travel agencies to expand pipeline and prospection portfolio Mission 4 : Weekly reporting and analytics to the manager and monitor M&E sales trend and plan and implement timely actions to boost business Mission 5 : Proficient at Salesforce and internal booking system to operate group bookings and communicate with villages for group inquiries
Management missions
N/A
Responsibilities
Responsible for South Korea M&E sales volume and sales contribution Responsible for enriching prospection list and developing B2B travel agency relationship Responsible for M&E related seminars, educations for existing and new clients

KPIs
Performance KPIs Number of groups. Number of new clients versus existing clients Business volume delivered + Total cashed volume growth Stake KPIs Number of groups acquired; business volume increase; Pipeline development
Management
N/A
Line reporting
Reports to : Indirect Sales, M&E, and Transportations manager, Korea
Profile requested
Education : Bachelor's degree, preferable for economics and related major Job experience : 5+ years experience in Sales field, experience of travel industry is a plus
Skills requested
Knowledge : B to B and/or B to C sales skills, direct sales including cold call skills, Korean MICE market knowledge, networking sources Soft skills : Strategic thinking, anticipation, client oriented, organisational/administrative skills. Technical skills (tools) : Word, Excel, Power point, Club Med internal booking system, Salesforce.com Languages : Native Korean speaker, Intermediate or above level English skill Behaviour : Entrepreneurial spirit, persistent & demanding, open-minded, team player, target oriented, outgoing and social