

## CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

### Sales Associate: Associations and NGOs

#### About the job:

The CSIR has a vacancy for **Sales Associate: Associations and NGOs** in the **CSIR International Convention Centre (ICC)**. The incumbent will secure local, national and international association and NGO conferences in order to meet the CSIR ICC sales and market targets. This position is based in Pretoria.

#### Key responsibilities:

- Prepare and implement an annual sales plan for the association and NGO markets;
- Research the association and NGO markets and generate viable leads for sales calls;
- Research to understand and report on the competition and customer preferences and behaviour;
- Participate during annual strategic planning process;
- Visit and meet with potential customers (sales calls);
- Coordinate and host site inspections for potential clients;
- Prepare bids, proposals and quotations for potential customers and follow up to secure sales;
- Achieve sales targets through sales activities;
- Generate monthly reports;
- Co-ordinate and represent the CSIR ICC stand at trade shows;
- Ensure proper interdepartmental communication during and after event handover and provide onsite event support to Event Coordinator;
- Deliver CSIR ICC presentations at tradeshow, workshops, industry events etc.;
- Build relations with academia fraternity and the national committees of associations;
- Represent the CSIR ICC as the primary contact with industry associations; and
- Maintain relation with the City of Tshwane Convention Bureau.

#### Qualifications, skills and experience:

- Diploma with a minimum of five years' experience in the local and international conferencing environment;
- Experience in research, selling and promotional activities to the association market;
- Strong understanding of the bidding process for international conferences
- Knowledge of the CSIR ICC's products, services, capabilities and facilities;
- Flexibility, willing to travel and work extraordinary hours;
- High level of professionalism;
- Driver's license and own vehicle would be an added advantage

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Job title: Reference No: 309489)**

**Closing date: 19 November 2018**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***