



We are looking for someone to help us translate our vision into compelling proposals and exciting presentations. This role is geared towards someone who is excited to work alongside our company's leadership in continuing to grow our client base and ensuring the ongoing satisfaction of our current clients, all while developing your own industry experience and expertise.

This position is geared towards someone who loves copy writing and editing, the creation of unique and highly individualized client proposals and most importantly, someone who is dedicated to improving the accuracy, readability and the consistency of our client proposals. Exceptional communication skills, both written and oral are essential to be considered.

The Position – SALES PROPOSAL COORDINATOR

The Office

International Conference Services Ltd.
300 – 1201 West Pender Street
Vancouver, BC V6E 2V2
Phone: +1 604 681 2153
email: careers@icsevents.com
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The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined.

Responsibilities

- Under the direction of the President and Vice President: designing, writing and assembling sales proposals for clients. This will include such tasks as descriptive writing; PowerPoint slide designing; photo sourcing; document editing; document designing and formatting, and ensuring all documents are free of error, while remaining consistent and accurate
- Maintaining and continuing to develop your conference industry expertise
- Maintaining and updating of sales tools such as client database and sales tracking systems; digital photo library; proposal template documents
- Evaluating Requests for Proposals and identifying clear deliverables for preparation of proposals
- Assuming responsibility of all sales activities in the absence of the President and Vice President

Skills & Attributes

- Ability to work independently and to be self-motivated
- A strong aptitude for attention to editing with a descriptive writing acumen
- Ability to multi task and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines
- High level of copy writing/editing skills
- Dedication to accuracy, readability in documents, consistency and exceptional communication skills both oral and written
- Positive, “make it happen” attitude
- Experience in the conference, event management, tourism or marketing industry would be an asset
- Technology literacy with well-developed experience in PowerPoint and Microsoft Office Suite
- Professional communication skills and confident in interacting with clients
- Agreeable to working evenings, weekends and erratic schedules as business needs require
- Results oriented

What's next?

Please send your resume and cover letter to careers@icsevents.com.

