TOURISM VICTORIA

Job Posting – Business Events Victoria Coordinator

Tourism Victoria is a rapidly growing, dynamic, and successful organization looking to add to our talented team. Victoria is an increasingly popular and desirable travel destination and recently received the Reader's Choice Award from Conde Nast Traveller as second best small city in the world. Tourism Victoria has a clear strategy in place and is expanding the scope and breadth of the organization. With a membership of over 950 businesses and counting, we offer a fast-paced, positive and results-oriented culture. We are focused on capitalizing on modern sales and marketing tactics to build on a strong brand and lead the destination marketing industry.

Summary of Business Events Victoria role:
The Business Events Victoria (BEV) Coordinator is responsible for assisting and facilitating the sales and promotion of conferences, meetings and incentive travel to the Victoria Conference Center and meeting hotels in the destination. The BEV Coordinator will work closely with the Senior Manager, Business Events Victoria and member businesses, and will provide administrative support for the VP of Sales, Victoria Conference Centre & Business Events Victoria.

The ideal candidate for this role would have:

- A minimum of 2 years' office experience in hospitality, tourism or a related field.
- Bachelor's degree in a related field is preferred, a technical college degree or diploma will be considered.
- Strong understanding of the corporate meetings, association, conference and incentive group sales industry.
- Highly effective project management, prioritization, multi-tasking and time management skills to meet deadlines.
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint and Outlook. Understanding of CRM systems and their place in a destination marketing organization.
- Ability to work effectively as part of a team as well as independently.
- Strong, ethical and effective work acumen.
- Solid understanding of the Tourism Victoria and Victoria Conference Centre brands and messaging.

A copy of the complete job description and details regarding the total compensation package can be found here.

If you think you will make a great addition to Tourism Victoria's dynamic and energetic team, please apply with a cover letter and resume at https://engagedhr.prevueaps.com/jobs/. In your cover letter, please highlight how you meet the qualifications outlined in the job description.

Applications will be accepted until Monday, December 4th, 2017 at 8 pm.