

EPPC Albania, on behalf of its client, a leading company focused on producing conferences for a global audience across various sectors, is currently recruiting a **Business Development Specialist**.

Major responsibilities:

- Sell sponsorship packages for company portfolio of conferences across a variety of industries (Experience In selling Sponsorship in this field is an advantage);
- Contact past and new potential sponsors to discuss the sponsorship opportunities offered by our events;
- Identify and evaluate clients needs to customize the sponsorship packages to meet their business expectations;
- The Business Developer uses primarily the telephone and e-mail to communicate with the sponsors throughout the sales cycle;
- Collaborate with the marketing team to assist in preparing the event marketing campaign;
- Collaborate with the conference production team to plan the event agenda and the sponsors speakers slots.

Requirements for this position are:

- No previous experience is required;
- Fluency in English (MUST);
- Basic literacy in MS Excel, Word, email, internet;
- Professional telephone manner and high communication skills;
- Ability to work in a multi-cultural environment;
- Attention to detail and organizational skills;
- Ability to work well under pressure, meet targets and use initiative;
- Knowledge of sales process;
- Excellent time management and organizational skills

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.