

Erasmus Conference and Events by Kyvernitis Travel Group is interested in the positioning of ***Exhibition and Sponsorship Manager***.

This position is based in Athens, Greece. Native fluency in Greek and English is an essential requirement to be considered for this position.

The relevant candidate should increase company's impact and reach, fostering effective corporate partnerships and wider partnerships working is an important area for the sponsorship. The strategy combines a corporate partnership and corporate supporter program with conference sponsorship and wider joint working arrangements for specific projects with possible statutory organizations. All income generation is carried out in line with Company's Ethical Policy.

Working closely with the Event team, the post holder will carry out income generation activity, primarily through securing private sector sponsorship and exhibition income for our program of conference and events. He/she is also responsible for the organization and managing of exhibitions, overseeing the entire process whilst ensuring everything is completed in an effective and timely manner.

**His/her Job Responsibilities Indicatively Include the following**

- Ensures the observance of the Quality Management System and Procedures according to ISO 9000:2015 standard based on Conference Department prerequisites
- Has the main responsibility of communicating and managing the potential as well the confirmed sponsors and exhibitors at each organized conference by the company
- Maintains communication with third parties, such as suppliers and customers and evaluates the service after at the end of the event
- Secure event sponsorship and exhibition income, to achieve stretching income targets
- Seeking and securing sponsorship
- Ensure the event sponsorships services/products are consistent with our corporate partnership programs, and maximizes opportunities for cross selling
- Build and maintain strong external relationships with potential sponsors, corporate partners and supporters through securing and leading new business meetings and maintain strong relationships
- Writing high quality external communication documents, including sponsorship marketing materials as required (working closely with the events team)
- Ensure that all approaches to the corporate sector are tracked consistently, through effective use of specific CRM system or tracking spreadsheet
- Ensuring the event or exhibition is well advertised and make sure that event information and invites are sent in a timely manner
- Promoting the event and organizing the production of posters, catalogues, etc.

**Required Experience & Qualifications**

- At least 3 years of experience in Conference and Events; experience of working in cross-departmental teams or structures to deliver projects
- Undergraduate degree in theoretical or technical direction and/or equivalent experience in conferences & exhibitions
- Experience in new business development / sales roles is a plus
- Fluent English and one more language preferred
- Team Player who puts the team before themselves
- Attention to detail and the ability to ensure all outputs are of the highest quality
- Excellent written and verbal communication skills and organizational skills
- Ambitious and looking to develop within our company

- Someone that can learn from mistakes and take the constructive criticism of peers and improve their performance
- Able to communicate effectively with a diverse range of people is essential
- You will need strong multi-tasking abilities and problem solving

### **We Offer**

- Competitive remuneration according to candidate's qualifications
- A dynamic, modern and pleasant work environment
- Continuous education
- Professional development

### **What Else?**

At Kyvernitis Group, we mean it when we say we are **committed to premium lifetime experiences & service excellence**. If you are unconventional, relentless and passionate.

If you believe in doing what's right, not what's easy. If you are a doer and have a passion for serving others, we want to proceed with this employment offer to you.

Within company we want to make a difference because each person can make a difference. From the providers who sell and market our services to our business partners who support us, we all have a mission critical role.

We want to hire only the best. People who thrive in a culture of innovation and empowerment. People who are active learners and have a positive attitude.

People who are leaders and know that by working together we can run faster, reach higher and achieve more. By doing so, we will continue to set new standards in Travel Industry.

In addition to all of these any candidate can be characterized as an early potential that shows signs of potential for future roles with increased scope and/or complexity and will be "talent to watch" for the future.

Send your CV's application at: [HR@kyvernitis.gr](mailto:HR@kyvernitis.gr), Code SP/EXH2021