



## ***Sales Assistant, MIND Partnership (Meeting & Convention Sales)***

Are you looking to launch your career the Meetings & Conventions industry? Here's a great opportunity to learn and grow ... Tourism Vancouver proudly champions Vancouver and we are seeking a professional and motivated ***Sales Assistant, MIND Partnership*** to join our award-winning Meetings and Conventions team.

### ***What is the MIND Partnership?***

The ***MIND Partnership*** is a group of thought leaders committed to sharing their knowledge and influence while promoting innovation to attract global meetings to Vancouver. The ***MIND Partnership*** supports industry leaders in bringing their professional colleagues to Vancouver for world-class conferences.

### ***The Opportunity ...***

The ***Sales Assistant, MIND Partnership*** works with the *Manager, MIND Partnership* and is expected to contribute strategic market analysis as well as contribute to the department's overall business development goals.

The primary responsibility of this junior position is to identify, contact and support local conference hosts to bring meetings and conventions to Vancouver. Using a variety of marketing and sales initiatives crossing all market segments, this position develops strategic relationships with local organizations and individuals that will assist in promoting the resources and services of the meetings and conventions department at Tourism Vancouver. Working with all geographic and market segments, the ***MIND Partnership*** is specifically integral to the international business association market and is often the first point of contact at Tourism Vancouver for the client and is an important part of the business development cycle. The position also works in conjunction with *BestCities* initiatives.

### ***Is this You?***

The successful candidate will have 1-2 years of related work experience in the tourism and hospitality industry, have some experience and knowledge of the association and convention business cycle, specifically as it relates to the international markets. Excellent verbal, written and business presentation skills. Must be professional, organized, detail oriented and possess strong networking skills. Post-secondary education in a related field and/or equivalent experience is an asset.

Tourism Vancouver is *powered by people* and if you are qualified and describe yourself as motivated, committed to excellence, enthusiastic and possess the dedication to make a significant contribution, we invite you to apply for this position by sending your resume and cover letter to [careers@tourismvancouver.com](mailto:careers@tourismvancouver.com).