

JOB DESCRIPTION – CORPORATE EXPLORE

Corporate Explore based in Auckland & the Bay of Islands, is a division of New Zealand's largest marine experience provider Explore NZ Ltd. Offering individual experiences in both locations daily, we provide the most extensive range of sailing & marine experiences available in the country, as well as daily coach experiences and island packages at Otehei Bay. With a fleet of high performance vessels, all of which can be exclusively chartered, Corporate Explore can now provide options for groups in excess of 1000 people customised to specific requirements.

JOB TITLE: CORPORATE & EVENTS SALES MANAGER

REPORTS TO: Managing Director, Director of Sales & Marketing

OVERVIEW: The Corporate Sales Manager is primarily responsible for identifying and developing new business opportunities by promoting Explore NZ products to new and existing client base.

Responsible for managing and developing existing cliental by providing a high calibre of service to clients and supplying on-going solutions for all their corporate & event requirements in both Auckland & the Bay of Islands.

Tasks include approaching new businesses with proposals, maintaining & managing sales databases, cold calling & making appointments to generate an increase in new charter business while also maintaining relationships with existing clients

The CE Manager will be required to oversee corporate events both new and existing from their inception through to overseeing the event take place with the assistance of a Corporate team and support from other department managers within Explore NZ.

DUTIES INCLUDE:

- o Generating new business opportunities resulting in an increase in Corporate Explore's annual revenue
- o Oversee & manage Corporate Explore sales executive(s) to achieve growth in corporate sales and events, including supporting the Bay of Islands events manager yet to be appointed
- o Creating proposals for groups ranging in size & providing clients with relevant information & quotes
- o Ensuring customers have a positive experience by communicating in lead up & post event taking place
- o Creating invoices and ensuring payments are processed with the assistance of the Accounts Department
- o Attending trade and consumer shows when required to promote CE to various markets
- o Developing collateral and marketing material for all CE opportunities including overseeing the website
- o Regularly communicating & updating major Business Tourism organisations such as Tourism New Zealand, CINZ, Tourism Auckland, Destination Northland and other similar groups with CE updates
- o Developing proposals for the Rugby World Cup 2011 event and capitalizing on exposure opportunities
- o Liaising & communicating with company director, department managers and sales staff with CE activities
- o Maintaining & developing new relationships with PCO's & Corporate Organisations
- o Creating & developing 'Corporate Cup' & similar type events within the corporate market
- o Working with Emirates Team NZ and other sponsors in developing relationships and branding opportunities
- o Developing sponsorship & branding opportunities of Explore NZ fleet & Otehei Bay

CHALLENGES:

To identify and develop new business opportunities for the Corporate Explore department. To work with the company's management as a team player taking a proactive role in improving the company and taking it forward. To build strong, long term relationships with a broad spectrum of clients. Continuing to develop these relationships and identifying new solutions to meet the client's needs and changing requirements.

ATTRIBUTES & SKILLS REQUIRED:

- Excellent written and verbal English
- Have excellent communication skills
- Ability to be proactive when working independently
- Passionate about delivering outstanding customer service
- A sound knowledge of Word, Excel, Outlook and internet opportunities
- Ability to work both independently and as part of a team
- Able to multi-task under pressure and follow through thoroughly
- Someone with initiative and drive
- A bright and energetic personality
- Previous customer service and sales experience in the tourism / C & I industry.
- Ability to manage and delegate workload to appropriate departments and team members
- Have the flexibility to work with changing job requirements, workload and deadlines

MEMBER COMPANIES OF

EXPLORE NZ

The Ultimate New Zealand Experience

SAILNZ

The Ultimate Sailing Experience

**WHALE
& DOLPHIN**

The Ultimate Auckland Experience

**DOLPHIN
DISCOVERIES**

The Ultimate Bay of Islands Experience

**PRIDE OF
AUCKLAND**

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