

Telemarketing Executive

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Company: Cet Services

Location: Karachi

Category: other-general

1.Researching markets to identify opportunities for events 2. producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets) 3.securing and booking a suitable venue or location 4.coordinating venue management, caterers, stand designers, contractors and equipment hire 5.liaising with clients to ascertain their precise event requirements 6.selling sponsorship/stand/exhibition space to potential exhibitors/partners 7.preparing delegate packs and papers 8.liaising with marketing and PR colleagues to promote the event; 9.coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly 10. identifying and securing speakers or special guests11. overseeing the dismantling and removal of the event and clearing the venue efficiently12. Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

Job SpecificationVery Good tele-communication Skills

Corporate Picnic Expert

Business Lead Generation Skills

good Knowledge of Ms. Office

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