



## JOB OPENING

Curaçao Tourist Board (CTB) aims to make Curaçao the most desirable destination within the Caribbean while increasing the number of stay-over visitors to Curaçao.

We are currently seeking a candidate for the position of:

# MICE & Trade Coordinator (based in Curaçao)

### MAIN RESPONSIBILITIES:

- On island host and coordinator for MICE event planners, events, scouting and FAM trips;
- Keeps in contact with tour operators, hotel partners and with representatives of groups (special) events, conventions and meetings, identifies and gives follow-up to leads, prospects and requests;
- Develops and executes plans for local coordination and/ or acquisition of social, professional, sports, musical and other groups;
- Develops local corporate/ association client, suppliers and events lists;
- Handles logistical and organizational aspects related to (corporate) group visits, meetings, conventions and other events;
- Prepares periodic progress, MICE, production and other reports;
- Coordinate, executes and reports on all sales & trade (representatives) activities within the designated market;
- Provides input on the trade development segment for the annual sales plan;
- Performs (financial) administrative activities for the department;
- Identifies, analyzes and solves problems and bottlenecks;
- Assists the team with general responsibilities to insure a smooth, effective and efficient functioning of the office;
- Performs other related activities as required.

### REQUIREMENTS:

- Theoretical & specialized knowledge in the field of sales and or MICE;
- Relevant Bachelor degree in the field of Marketing and or Sales with a minimum of 3 years of proven experience;
- Ability to work with and stay within budget;
- (Project) management skills;
- Organizational, communication & networking skills;
- Responsible, creative, innovative, proactive, accurate and flexible;
- Skills in relevant computer software and programs;
- Written and oral skills in the following languages: English, Dutch, Papiamentu and Spanish.

Applications should be submitted  
to the HR Department no later than  
January 29, 2024 at [hr@curacao.com](mailto:hr@curacao.com).



Curaçao Tourist Board