



STRATEGIC PLATFORMS CO-ORDINATOR

An exciting opportunity exists at our Head Office in Sandton to join our National Convention Bureau (NCB) as Strategic Platforms Co-ordinator reporting to the Strategic Platforms & Events Manager. We invite applications from individuals who possess the required skills and experience.

Job Duties & Responsibilities:

International Trade Platform Coordination

- Coordinate the selling of space for all SA Tourism's International Trade platforms.
- Provide assistance with the coordination of trade show participation by SA Tourism, including sales activations on SA Tourism's owned platforms.
- Coordinating all status meetings for strategic platforms and events, including all suppliers linked to projects.
- Coordinate the process of liaising with the trade show organisers and the stand build service providers for strategic platforms and events.
- Coordinate the reporting on all strategic platform participation and events, including the preparation of all the stakeholders' documentation.
- Coordinating of all exhibitors' enquiries for all the shows.
- Coordinating of all logistics for the show, including supplier administration.
- Coordinating all stand sharer administrative activities, including the registration process and stand sharer enquiries.
- Coordinate the branding and signage for all strategic platforms and events
- Ordering of all the stand logistics, which involved motivating and ensuring that the payment (WIFI/Scanning Device/Security/Catering, etc.)
- Handling of all the marketing and promotion of the events at the stand
- Coordinate the process of collecting post-event evaluations from all stakeholders involved in strategic platforms and events.
- Coordinate the budgeting process of each show
- Administrative support (database maintenance, invoicing, exhibitor communications, etc.)
- Managing the project plan until the end of the show

Project Support

- Provide project support to Lead: Strategic Platforms and Events, including Lilizela and any other events that SA Tourism participates in.
- Coordinate Events and sales services projects with an integrated approach.
- Provide administrative support for all strategic platforms and events.
- Coordinate all logistical support for strategic platforms and events.
- Coordinate the SA Tourism's trade show, media and sales activities by providing business development support and coordination of projects.
- Coordinate the administrative process linked to suppliers for all strategic platforms and events.

Client Liaison

- Managing customer queries and ensuring overall customer satisfaction.
- Preparing quotations for clients
- Ensuring exhibition administrative functions are completed
- Monitoring customer accounts and ensuring payment terms are met
- Manning customer service desks during exhibitor installation

Minimum Requirements:

- National Diploma in Sales & Marketing/ Tourism, Hospitality Management or equivalent.
- At least 2 years' sales and/or tourism and hospitality management experience within the MICE tourism and/or hospitality industry.
- Knowledge and expertise within the exhibition co-ordination, tourism marketing, and sales industry, and an understanding of the SANCB mandate will be an added advantage.

Skills and Competency Requirements:

- Ability to plan, prioritise, and time-manage activities.
- Superior verbal and written communication skills. Fluency in English, additional languages an advantage.
- Computer literacy in all Microsoft applications, including Word, Excel, PowerPoint, and CRM database experience.

Visit us @ www.southafrica.net

Please send your detailed CV to : ncb@southafrica.net

Closing date : **17 July 2026**

No late applications will be accepted.

Should you not have heard from us within two weeks of the closing date, please consider your application unsuccessful.