

WE ARE HIRING!

**Compass Management
International** is looking for:

ADMINISTRATIVE & SALES SUPPORT COORDINATOR

We are seeking a proactive and personable Administrative & Sales Support Coordinator to support event operations and lead generation activities. This role combines administrative coordination with sales support, playing a key part in event registrations, outreach efforts, and sponsorship lead development.

Key Responsibilities

- Coordinate and manage event registrations, ensuring accurate data entry and timely follow-ups
- Execute outreach campaigns via email and telephone to promote upcoming events
- Communicate professionally with prospects, attendees, and partners to drive engagement
- Support lead generation initiatives, particularly for event sponsorship opportunities
- Maintain and update contact lists, registration records, and outreach tracking
- Provide general administrative support related to event planning and sales activities

Skills & Qualifications

- Warm, friendly, and confident telephone manner
- Strong spoken and written English communication skills
- Highly organized with strong attention to detail
- Comfortable with email and phone-based outreach
- Ability to balance administrative tasks with lead generation responsibilities
- Previous experience in administrative support, sales assistance, or event coordination is an advantage
- Able to work second shift (16h-00h)

We offer you:

- Professional and personal growth and accomplishment
- Modern working environment
- Full – time employment
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.

Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.