



**Location: Dubai**

**Role: Audience Manager, DISTREE Events**

**Period: 6-month contract (November 1<sup>st</sup>, 2017 – April 30<sup>th</sup>, 2018)**

**Type: Full-time**

**Job Purpose:**

The Audience Manager is responsible for maintaining, updating and enriching a database of consumer tech and consumer electronics buyers at retailers and e-tailers across the wider Middle East. The Audience Manager ensures the quality and accuracy of the database, while building strong relationships with key retailers across the region. The Audience Manager coordinates closely with the Recruitment Director and Research Director, to prioritise individuals on the database and ensure that hosted buyer event invites are sent to the most suitable executives in the region.

**Main Tasks & Responsibilities:**

- To maintain and update our audience database
- Proactive market research to identify changes in the database
- Calling potential buyers from all over the region to invite to DISTREE Middle East
- Contacting previous attendees and validating details
- Providing support to hosted buyers in the run-up to the event
- Assisting with administration and logistics tasks as required prior to the event

**DISTREE Events is looking for:**

- A proactive self-starter with excellent interpersonal and communication skills
- Knowledge of Middle East retail channels and the consumer tech market
- Ability to use social networking platforms for research e.g. LinkedIn, Facebook, Twitter
- Strong organisation skills and excellent time management
- Excellent computer skills with strong attention to detail
- Excellent telephone manner
- Friendly and approachable
- Fluency in English is mandatory
- Additional language skills beneficial, but not essential e.g. Arabic

We're looking for someone who can hit the ground running. You must enjoy meeting new people and finding new contacts, approaching them in a friendly yet professional way. This is a role for a person who enjoys interacting with others and is great on the phone. If you're highly organised, ready for a fresh challenge, and great at building contact networks, apply today. Full training will be given to the successful candidate and there is the potential for career progression.

**The Company:**

DISTREE Events runs a series of consumer tech hosted buyer events around the world. DISTREE Middle East will take place for the 14<sup>th</sup> year in a row next April in Dubai, UAE. By bringing together the Middle East's top retail and e-tail buyers for consumer tech in one place at one time, DISTREE Middle East has become a 'must attend' event for brands looking to manage, build or launch routes-to-market in the region.

**Deadline for applications: 23/10/17**

**Please e-mail your CV and covering letter to [aurora@distreevents.com](mailto:aurora@distreevents.com)**