

Job Summary

Vacancy :

Deadline : Jul 06, 2025

Published : Jun 06, 2025

Employment Status : Full Time

Experience : Any

Salary : To be defined

Gender : Any

Career Level : Any

Qualification :

Job Description

Responsibilities:

- Manage **commercial relationships** with French and European trade show organizers
- Draft summary **reports on the sectors related to the trade shows**
- Design **marketing and prospecting plans**, negotiate associated budgets and objectives
- Implement these marketing plans, following the **timeline and steps validated** with the organizers
- Produce **reporting documents** and monitor the budget for each action
- Translate press releases, newsletters, and other materials from the organizers **into Portuguese**
- Build and **qualify prospect databases**
- Conduct **direct mailing and email campaigns**
- Prospect Portuguese companies directly
- **Support the organization** of meetings, workshops, or promotional conferences in Portugal
- **Manage social media and the website** linked to Promosalons
- Occasionally assist in organizing **CCILF events**

The position:

You will be in charge of designing, implementing, and monitoring marketing plans to promote trade shows and sell exhibition space to Portuguese companies (**fluency in Portuguese is required**).

The position is based at the CCILF headquarters in Lisbon and reports directly to the General Manager.

Travel within Portugal and abroad is expected to maintain relationships with **Promosalons** and the trade show organizers who entrust the CCILF with prospecting and promotional activities.

The company:

The **CCILF** (French-Portuguese Chamber of Commerce and Industry) is the official representative in Portugal of **Promosalons**, an organization responsible for **promoting French trade shows worldwide**.

Your recruiter:

Flavia, Senior Talent Acquisition Specialist @ Effitalents.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
