

Corporate Events and Business Development Executive - Nabu Bay

Nabu Bay hosts corporate events, conferences, retreats, weddings, concerts, exhibitions, workshops, and cultural experiences throughout the year.

Location: El Heri, Lebanon

Major: degree in Business Administration, Marketing, Management, Tourism and Hotel Management, or any related field

Experience: 2-5 years of experience in Business Development, Sales, Hospitality, Events, or Corporate Marketing

Major Responsibilities:

- Develop and grow the corporate events business
- Visit companies, corporations, NGOs, embassies, universities, and institutions and attend networking events, exhibitions, trade shows, and business meetings to promote Nabu Bay as a destination
- Conduct presentations introducing Nabu Bay and its facilities
- Organize and host site inspections and familiarization visits for prospective clients
- Prepare proposals, quotations, and event packages in coordination with management
- Build strong relationships with event and wedding planners, event management companies, production companies, music producers and recording companies, and advertising agencies
- Follow up on all leads and convert them into confirmed bookings
- Work closely with the marketing team to support promotional campaigns and event initiatives
- Maintain an up-to-date client database and submit regular activity and sales reports

Additional Requirements:

- Must own a car
- Be willing to travel regularly to client meetings throughout Lebanon

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802