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# Example of Industry Manager Job Description

Our company is searching for experienced candidates for the position of industry manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for industry manager

* Pro-actively liaise and keep up communications with multiple external stakeholders (brands, agencies, third party companies)
* Adapt and respond accordingly to client and business needs
* Provide campaign / program status reports to external stakeholders and attend calls/meetings
* Proactively work with clients and teams
* Own and manage all information and documentation from the client across the entire campaign / program
* Map the market and working with distributors to, understand local trends and competitive landscape, to tailor global and regional strategies for the local industry segments to be able to focus on high value targets, with the aim to achieve and exceed annual sales targets
* Execute the developed local strategy with the help of your Business Manager and the distributors
* Identify, engage and develop local KOLs in the areas of Food and Pharmaceutical safety
* Own relationship with various marketing partners
* Responsible for revenue generation and building awareness of AA through strategic sales and promotions with travel agencies, vendors, associations and organizations in Australia & New Zealand

## Qualifications for industry manager

* Building upon existing credentials, projects and client base
* Manage the overall administration of the office including recruitment & HR issues
* Maintaining and updating the company intranet and systems
* Monitor and oversee all office timekeeping
* Lead, motivate and develop staff to create a vibrant and high output work environment
* Experienced in the Exhibition and Events field