

JOB TITLE: Event Sales Coordinator	LOCATION: London, SE1
COMPANY: Thames Luxury Charters	SALARY: £24,000 to £28,000 (depending on experience)
INDUSTRY: Events and Hospitality	TERM: Permanent
HOURS PER WEEK: Monday-Friday + occasional evenings and weekends (hours can be flexible)	REPORTING To: Head of Sales

Opportunity

An opportunity has arisen for an experienced Event Sales Co-ordinator to join our friendly team based in offices in SE1.

Job Role

Are you an experienced Event Sales Coordinator with a proven track record in event sales, planning and administration?

Do you want a new and exciting role within a business that's a little bit different!?

Could you confidently:

- ✓ Build a rapport with potential clients to convert enquires into confirmed bookings
- ✓ Effectively upsell to increase the average sale value of each event
- ✓ Work towards individual and team targets
- ✓ Build relationships with clients to encourage repeat business
- ✓ Maintain all aspects of the client files effectively and efficiently

Job Accountabilities

Reporting to the Head of Sales as part of the Event Sales team you will be required to:

Main duties will include:

- Act upon enquiries as received in a timely manner
- Work towards team & individual targets
- Develop personable relationships with clients
- Arrange & attend client viewings & tastings
- Manage all aspects of client files pre and post event
- Book services in connection with events & functions
- Maintain the event diary & CRM system
- Raise function sheets
- Raise client sales invoices and credit notes
- Attend team/ promotional events

Personal Specification

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Educated to degree level (or equivalent) in a subject related to the job role 	<ul style="list-style-type: none">
Knowledge, Understanding and experience	<ul style="list-style-type: none"> Minimum of 2-years' Experience in a similar role within the Event Sales The ability to work individually and as part of a team The ability to meet individual and team targets Excellent written and spoken communication skills with the ability to effectively engage with individuals on all levels Excellent organisation skills, with the ability to prioritise workload and meet deadlines Excellent numerical skills Be eligible to work in the UK 	<ul style="list-style-type: none"> Experience using Priava or a similar CRM system Experience in front of house operations Understanding how to identify upcoming trends Knowledge of the River Thames and nearby London Landmarks. A keen interest in food & drink

If you would like to apply for this position, please do so via email to our Head of Sales, Plamena Stancheva plamena@thamesluxurycharters.co.uk